Ben

161 Randolph Place, N. W.
Washington, D. C.

March 6, 1940

Dr. Mary Bethune
Bethune-Cookman College
Daytona Beach, Fla.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Dr. Bethune:

Should you have a vacancy in your college for the ensuing year, or have need of a teacher during the summer session, kindly consider me as an applicant.

My qualifications are:

Educational: B. S. In Education, Howard University, 1929.
M. A. Methods, Administration and Supervision, Fordham University, 1938.
Studying toward a doctorate, Syracuse, N. Y.

Experiences: Seven years teaching experience, 1929-1936
Raleigh Public High School, Raleigh, N. C.
Principal of Night School, 1934-1936.
Originated and taught the Business Department
Raleigh Public School, 1932-1936.

Character References:

Dr. F. A. Ryan, Fordham University, New York, N.Y.
Dr. F. W. Bond, West Virginia State, Institute, West Virginia
Dr. Parker, Howard University, Washington, D. C.
Prof. Beahn, Syracuse University, Syracuse, N. Y.

Respectfully yours,

Mildred M. Theus
Mildred Marietta Theus

Application

416 East 46th Pl.
Chicago Ill.
January 17, 1938

Dr. Mary Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Dr. Bethune:

I wish to apply for a position as teacher of Home Economics in your school. Because of my technical knowledge and training, I feel qualified to fill such a position. I began my preparation by taking a four year Household arts course. In June, 1937 I received the Bachelor of Science degree in Home Economics. Since that time I have been working toward my Masters degree in Home Economics at the University of Chicago.

If my application has indicated my ability to fill the position as Home Economics teacher to your satisfaction, I shall be glad to give references and any further information necessary.

Yours sincerely,
Dolores F. Moore
(Miss)

Send regular letter

application Ed.

Box 15,
Cordele, Georgia
February 1, 1938.

Bethune-Cookman College
Daytona Beach Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mr Simpson,

In view of the fact that you have in your college system a Summer Session, I should like very much to work in your school if there is a possible opening this summer.

I did my undergraduate work at Johnson C. Smith University A.B. degree, and graduate work at Columbia University 1937, in Secondary Education. I am able to teach the following subjects: Sociology, psychology, principles of Education, Orientation to Education, & elementary German. Would like very much to hear from you on this matter.

Very truly yours,
Brooks H. Walker

P.O.Box 21
Atmore,Alabama
February 12,1938

Mrs.Mary McLeod Bethune
Bethune Cookman College
Daytona Beach,Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs.Bethune:

I completed my college course at Knoxville College March 23,1936. Last term,1936-1937, I attended Atlanta University,Atlanta,Georgia and completed the work for the Master of Arts degree.This term,1937-1938, I am head of the Social Science Department in the High School here.I also have two courses in French and assist in the Music Department.

I am very interested in securing a position in your school for the summer term.I now file application for a position in you College for the summer term.I am also interested in securing a position in you College for the term 1938-1939 should you have a vacancy.I now file application for a position in you College for the term 1938-1939 as well as for the summer term should you have a vacancy.

In College I majored in Sociology.I have two minors,Education and Physical Education.I have twenty-five quarter hours in German,twenty quarter hours in French,and twenty-three quarter hours in English.

As extra activities I was a member of the College Dramatic Club the four years in College,a member of the Choral Club,a member of the Student Council, a member of the Inter-Racial Group,a member of the College Band,a member of the Basket-Ball Squad the four years in college, and a member of the Y.W.C.A.,president my senior year.I am very interested in these activities and especially the Y.W.C.A.and the Inter-Racial Group. I am able to sponsor or assist with these activities.

As I completed my college course in March I was able to secure a position in one of the high schools in Tennessee,Harriman,Tennessee, to finish out the term teaching.I also taught one month,August to October, 1936,before entering Atlanta University.I have been her since September 17,1937.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

For references you may write Dr.W.E.B.DuBois,Mr.Ira.De.A.Reid,Mr. Walter Chivers,all of Atlanta University,Atlanta,Georgia;Dean H.Liston, Dr.J.H.Daves,Professor W.C.Hawkins,Professor J.L.Cary,Dr.D.K.Cherry, all of Knoxville College,Knoxville,Tennessee;Mrs.J.H.D.Cochran,Morris Brown College,Atlanta,Georgia;Dr.R.J.Love,P.O.Box 73,Lockhart,Florida; Professor J.H.Blair,P.O.Box 43,Harriman,Tennessee;and my present principal,Professor K.B.Young,P.O.Box 1,Atmore,Alabama. also Mr. Henry Coleman, Bethune College, Daytona Beach, Fla. For other information I will be very glad to send to you.

I hope you will consider me should you have a vacancy for the summer term or the term 1938-1939.I appreciate anything.

Hoping to hear from you soon.

Thanking you in advance for your kindness.

Very truly,
(Miss) Kathryn E. Richardson

3639 Springhill Avenue
Inkster, Michigan
February 15, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Pres., Bethune Cookman College
Daytona Beach, Florida

Dear Sir:

I am a Latin major in the College of Liberal Arts at Wayne University, Detroit, Michigan, and I shall receive my A. B. degree in June of this year. I am hereby submitting an application for a position as Latin instructor in your school.

I am a member of the Negro race, twenty-two years of age, born in the state of Georgia. I completed my junior high school work at the Sparta A. & I. Institute, Sparta, Georgia in 1932, and received a certificate for the same. While in attendance there I attained a high scholastic record. I was also an active participant in dramatics, oratory, debating, and religious activities.

In June of 1934 I graduated from the Dearborn High School of Dearborn, Michigan, and received the senior high school diploma. My scholastic attainment there was very good, my name having appeared on the honor roll almost every month. I had considerable experience in typing. In the meantime I continued the afore-mentioned activities in church and community, being a member of various clubs and organizations therein.

I entered Wayne University as a freshman in September of 1934. I have done good work here, as my record will verify. I chose Latin as my major study, and English as a minor. I have studied Latin continuously throughout my high school and college career, and I feel that I am well qualified to fill the position for which I am applying. I also feel that my diversified experiences in schools of both north and south have given me a better understanding of the social and educational problems with which we as a race are confronted.

For references write to the following persons:

Miss Helen L. Bishop, Latin Dep't; Wayne University, Detroit, Michigan.
Mr. C. Hood, Principal of Dearborn High School, Dearborn, Michigan.
Mrs. Anna S. Ingraham, Principal of A. & I. Institute, Sparta, Georgia.
Rev. A. D. Evans, Pastor of Smith Chapel A. M. E. Church, Inkster, Mich.

If any further information is desired I shall be very glad to furnish it upon request. I truly hope that you will consider my application when you appoint teachers for the ensuing year.

Please answer at your earliest convenience.

Respectfully yours,

N. C. Simmons

(Miss) Nancy Claude Simmons

1939 Spruce Street
Terre Haute, Indiana
March 1, 1938

Mrs. Mary Mcleod Bethune
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mrs. Bethune:

Last July I filed an application with you for a position in your school; I would like to renew that application and to add some information to that you already have.

At present I am attending Indiana State Teachers College in Terre Haute, Indiana. I will graduate from this institution in June, 1938 with a Master of Arts degree in Education. At the end of this training period I will have had one year of teaching experience and will have about fifty-five hours in Education.

I would like a teaching position or a position on your staff for 1938-1939. If there are any vacancies which I might be qualified to fill please consider me as an applicant. Enclosed you will find a comprehensive data data sheet and a self-addressed envelope. Thanking you for whatever consideration you may give me and looking forward to your reply, I am

Respectfully yours,

(Miss) Ernestine Winifred Roberts
1939 Spruce Street
Terre Haute, Indiana

129 West 142nd Street,
New York City, N.Y.
March 3, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona, Florida.

My dear Mrs. Bethune:

I've postponed writing to you for almost three years but feel that I am now ready to present my application for a position as teacher of Biology in your school. My first impulse was to apply when I received my Bachelor of Science degree in 1935. I now have additional qualifications which should increase my eligibility. If it meets with your approval, I would like to present my application for this position.

I received my secondary training at Hunter College High School in New York City. My Bachelor of Science degree is from Howard University and my Masters degree is from Teachers College, Columbia University. Besides specializing in Biology and the teaching of Natural Sciences, I have several courses in the Social Sciences with a minor in History. I am at present employed and have been employed for the past two and one half years, as a teacher, by the W.P.A. and Board of Education in New York City.

For proof of my qualifications and references you may write or wire me at the above address, at my expense. If finally selected, I shall do my best to serve and satisfy you.

Yours very truly,
(Miss) Iona E. Swift

Please acknowledge

511 North Fifth Avenue
Ann Arbor, Michigan
March 27, 1938

Dr. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Dr. Bethune:

Please consider me an applicant for a position as Instructor of Health and Physical Education or Secondary Education in the Bethune-Cookman College.

At present I hold a Bachelor of Science degree with a major in Physical Education and Secondary Education from the Florida A & M College, Tallahassee, Florida. In addition I am now doing the final semesters work towards the Master of Arts degree in Education at the University of Michigan, majoring in Administration of Health and Physical Education.

A complete status of my educational background and qualifications are on file in the University of Michigan Bureau of Appointments and can be obtained immediately in an authenic and official manner upon request by any potential employer.

I am twenty-five years old, stand six feet two inches, weigh one hundred and ninety-five pounds, and am enjoying excellent health. I am equipped to handle supervisory or administrative duties in all phases of a Health and Physical Education program, as well as being qualified to teach Secondary Education.

I will be glad to forward any further information that you may desire. My address after June 20, 1938, will be 54 Pierce Street, New Bedford, Massachusetts. Thanking you for your kind indulgence, I am,

Respectfully yours,

Alton R.F. Williams

Alton R. F. Williams

Please acknowledge

87 Fairview Avenue
Lansdowne, Pennsylvania
march 28, 1938

BETHUNE-COOKMAN COLL
ARCHIVES

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

I am writing to make application for a position as teacher of English in the Bethune-Cookman College for the school-year, 1938-39. I hold the A. B. degree from Howard University and am now studying for the A. M. degree in English at the University of Pennsylvania. I expect to complete a little more than half of the requirements for the degree by the close of the current year.

It was in 1933 that I received my degree from Howard. Since that time, I have taught school each year. My teaching experience is as follows:

Farmers Union High School;	Clarkton, North Carolina;	1933-34:
Union Baptist Institute;	Athens, Georgia;	1934-35:
Rockingham High School;	Rockingham, North Carolina;	1935-36:
Selma University;	Selma, Alabama;	1936-37.

For information concerning my academic work, practical work, and character, I refer you to the following persons:

Dr. C. E. Burch, Professor of English, Howard University:
Dr. J. C. Mendenhall, Professor of English, University of Pennsylvania:
Mr. C. H. S. Lyons, Principal, Union Baptist Institute:
Mr. W. H. Dinkins, President, Selma University:

Miss A. P. banks, Acting Dean of Women, Howard University:
Dr. W. S. Nelson, President, Dillard University:
Rev. S. A. Owen, Pastor, Metropolitan Baptist Church, Memphis, Tennessee.

I shall be glad to furnish any further information you may desire concerning me. Any consideration you may show me in this matter will be greatly appreciated.

Sincerely yours,
Violet A. Wright

BETHUNE-COOKMAN COLLEGE
ARCHIVES

BETHUNE-COOKMAN COLLEGE
ARCHIVES

518½ West Seventh Street
Sioux City, Iowa
March 30, 1938

Pres. Mary McL. Bethune
Bethune-Cookman Institute
Daytona Beach Florida

My dear Mrs. Bethune:

I would like to know if you anticipate a vacancy in the department of English for the summer or for the coming school year. If so I wish to place my application on your file.

I have a Bachelor of Science degree in Education from the University of Nebraska ('32), and a Master's degree in English from the University of Michigan ('33). In addition I have had six years of teaching experience.

As references I wish to list the following:

Dean L. T. Moore, Paul Quinn College, Waco, Texas
Dr. W. G. Rice, University of Michigan, Ann Arbor
Dr. E. W. Lantz, University of Nebraska, Lincoln

Any additional information will be gladly furnished upom request.

Very truly yours,

Theodora Stewart

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Box 536
Bartlesville, Okla.
March 30, 1938.

Mrs. Mary McLeod Bethune
Bethune-Cookman College,
Daytona-Beach, Florida.

Dear Sir:

I am applying for a position in the music department as teacher for the summer session.

I received a Bachelor of Music degree in June, 1937 from Washburn College, Topeka, Kansas. Since that time I have been teaching in the public schools at Bartlesville, Oklahoma. I am planning to enter an eastern conservatory in the fall for work on a master's degree in music education. I have taught music in the primary and intermediate grades and in junior and senior high school. In order to have practical experience and additional information about college music teaching I am willing to work for room, board, laundry and transportation or a small salary adequate to cover the expense of these items.

I have studied music for thirteen years; voice, violin, piano, viola ., and pipe organ. While at Washburn I played viola in the college symphony orchestra three years and first violin one year. I am a lyric soprano and was a member of the college chapel choir and the civic chorus. I was presented in recitals by the college and by the Kansas Vocational School. Iwas accompanist for many organizations and organist for the Forum.

I received many scholastic honors; I was designated a MacVicar Scholar, a Whiting Scholar, listed on the Dean's High Honor Roll and am the only Negro to be awarded a key in Mu Alpha Pi, music honor fraternity whose membership is limited to students whose grade average is above 3.2 for four years on the basis of 4.0 as a perfect score.

I can teach music history, appreciation, harmony, counterpoint, form and analysis, public school methods and applied music.

For recommendations I refer you to the followinf;
Mr. H.E. Wrinkle, superintendent of schools, Bartlesville
Mr. T.P. Scott, principal, Douglass High School, Bartlesville
Dean Ira Pratt, Washburn School of Music, Topeka, Kansas.

I shall appreciate any consideration or information given me.

Respectfully yours,
Marian L. Patton
Marian L. Patton.

WESTERN RESERVE UNIVERSITY
CLEVELAND, OHIO

MARY C. SCHAUFFLER
VOCATIONAL COUNSELOR
FLORA STONE MATHER COLLEGE

April 2, 1938.

application

BETHUNE-COOKMAN COLLEGE
ARCHIVES

President Mary M. Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

My dear President Bethune:

We have a negro girl, Helen Amelia Johnson, graduating from our College in June who wishes to teach in a southern educational institution. Since she was born in Virginia and both parents are from the South, she prefers to return to the South to teach.

Miss Johnson won a scholarship at Oberlin College for her first college year and has been a Cleveland Foundation student here for the last three years. Her field of major interest has been the classics, Latin and Greek. She has also had some French and German but not enough to teach those subjects. She has carried enough work in history to give her a college major of twenty-four hours. Her work in academic subjects has been good. She is now having practice teaching in which she shows promise of becoming a competent teacher, She will be certified in June to teach the classics and history in Ohio.

Personally, Miss Johnson is a refined, pleasing young woman. She is gracious in manner, refined, friendly, and cooperative. She is conscientious and intelligent. We believe that not only will she be efficient in teaching her subjects but she will also exert a constructive influence over her students in character development. Otherwise, we would not recommend her.

If you are interested in learning more about Miss Johnson, I shall be glad to send you more detailed information.

Sincerely yours,

Mary Schauffler

FOR REPLY

Howard University
Box 6I

BETHUNE-COOKMAN COLLEGE
ARCHIVES

April 4, 1938

Bethune-Cookman College
Mrs Mary McLeod Bethune
Daytona, Beach Florida

My Dear Mrs Bethune,

In June, I am to receive the degree "Bachelor of Music" from the School of Music here at Howard University. I have taken piano for my major and public school music for my minor.

In addition to my regular prescribed course, I have served in the official capacity of pianist,coach and accompanist of the University Glee Club. This group has enjoyed the honor of appearing in the White House for President and Mrs., Roosevelt;recently we have been giving weekly broadcasts for the National Broadcasting Company. I am in charge of a choir in one of the city churches where you have spoken. I am also president and reorganizer of the student music society in the school of music.

I am desirous of getting employment somewhere next year And I feel that I would be very hap pily honored to be in your school. Wherever I am employed, I should like to be effiliated with any community projects that will add development and dignity to my work.

As to my character and ability, I refer you to Miss Helen Schwin Assistant Supervisor of Music in Public Schools, Cleveland,Ohio; Rev., E. F. Howard 228 Morgan Street District of Columbia; Todd Duncan Drury Lane Theater, London, England; or Professor C. C. Cohen, Howard University.

I am confident you will not regret any favorable consideration given me. I am,

Very Truly yours,
Robert L. Nolan
Robert L. Nolan
Box 6I

818 South Dubuque Street
Iowa City, Iowa
April 6, 1938

Mrs. McLeod Bethune, President
Bethune-Cookman College
Daytona, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs. Bethune:

Permit me to make application for a position in your institution in the capacity of instructor of chemistry. I am also capable of teaching first year mathematics.

I am a graduate of the Agricultural and Technical College of Greensboro, North Carolina, where I majored in science and mathematics. At the present time, I am enrolled in the graduate school of the University of Iowa in the department of chemistry, and will have completed, at the end of the school year, more than half of the requirements for the advanced degree in that subject.

I have one year teaching experience, having taught in the High School system of North Carolina, dueing the school term of 1936-1937.

I am deeply interested in religious and social work, and be of assistance in any or all of the extra-curricular activities of the Institution.

For reference, may I refer you to the following gentlemen who will vouch for my fitness, character, and ability:

BETHUNE-COOKMAN COLLEGE
ARCHIVES

President F. D. Bluford and Dean W. T. Gibbs, both of the Agricultural and Technical College of Greensboro; the Reverend J. Tynes, of the same City and State; and Professor J. Cornog of the University of Iowa.

I am married, the father of two children, and am thirty six years of age.

All mail addressed to me after June 2, will find me at my home address:

110 Laurel Street
Greensboro, North Carolina.

May I hear from you, madam, at your earliest convenience.

I am,

respectfully yours,

Reginald S. Reid

Reginald S. Reid

Please acknowledge

ATLANTA UNIVERSITY
ATLANTA, GEORGIA

April 7, 1938.

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach,
Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs. Bethune:

I am inquiring if there is a position in your institution for which I might be considered.

February, 1937, I was graduated from the School of Education of the University of Pennsylvania with the degree of Bachelor of Science in Education with a double major in zoology and botany.

From March until June, 1937, I substituted as teacher of biology at Livingstone College, Salisbury, North Carolina. During the summer of 1937 I was a counsellor at the Watchman Industrial Camp, North Scituate, Rhode Island.

With the aid of a scholarship awarded by the Committee on Graduate Study for the year 1937-38, I have been doing graduate work at Atlanta University, pursuing courses in neurology, embryology, physiology, and physics.

While at the University of Pennsylvania and Atlanta University I have performed secretarial duties under the N. Y. A., and have a knowledge of typing and general office routine. I also have a wide interest in extra-curricular activities, such as, forums, inter-racial groups, dramatics, journalism, and Y. W. C. A. work.

As to personal facts, I am 20 years old, five feet-two inches tall, weigh 122 pounds, and am in good health.

For information concerning my character or ability you may write the following people:- Miss Ruth Wanger, Principal, South Philadelphia High School for Girls; Dr. Wesley Hutchinson, Botany Building, University of Pennsylvania; Dr. David H. Wenrich, Department of Zoology, University of Pennsylvania; Dr. Samuel Nabrit, Department of Biology, Atlanta University, Atlanta, Georgia.

I would deeply appreciate any consideration which you might be kind enough to offer me.

Very sincerely yours,

(Miss) Marion A. Richards

Marion A. Richards.

General Ed Board

April ninth, 1927.

Mr. Jackson Davis,
504 Atlantic Life Building,
Richmond, Virginia.

My dear Mr. Davis:

Your letter of April fifth has been received in Mrs. Bethune's absence from the city. I shall be happy to call it to her attention upon her return to the office the latter part of this month.

I am sure she will be grateful for anything that you will do in the matter of bringing our work before the General Education Board.

Very truly yours,

Secretary.

818 South Dubuque Street
Iowa City, Iowa
April 9, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. McLeod Bethune, President
Bethune-Cookman College
Dayton, Florida

Dear Mrs. Bethune:

Permit me to make application for a position in your institution in the capacity of instructor of history and political science. I am also capable of assisting with english.

I am a graduate of the Agricultural and Technical College of Greensboro, North Carolina, where I majored in history and english.

At present I am enrolled in the graduate school of the University of Iowa in the department of history, from which I expect to graduate in August with the degree of Master of Arts.

During my undergraduate work I took a very active part in extra-curricular activities. I was a varsity debater and member of the college band, of which I was president for four years. I would be glad to have charge of these extra-curricular activities, and could also assist with athletics and dramatics.

For references, may I refer you to the following gentlemen; President F. D. Bluford and Dean W. T. Gibbs, both of the Agricultural and Technical College of Greensboro, North Carolina, and Professor W. T. Root, head of the department of history, State University of Iowa, Iowa City, Iowa.

I shall appreciate a reply at your earliest convenience.

Yours respectfully,

William L. Peay
William L. Peay

Acknowledge

8 King Place
Westfield, Massachusetts
April 18, 1938

Mrs. Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mrs. Bethune:

Reverend William N. De Berry of Springfield, Massachusetts has advised me to write you concerning the possibility of obtaining employment on the teaching staff of your college.

I graduated with honors from Westfield State Teachers College last June, and received the degree of Bachelor of Science in Education. My majors at college were English and Social Studies.

I am enclosing copies of two testimonials, one from Dr. Crutsinger, at one time principal of the Teachers College Training School, but now Director and Dean of Hardin Junior

College, Wichita Falls, Texas, and the other from Mr. Patterson, Professor of History at Westfield State Teachers College.

For further information about my qualifications, I refer you to Dr. Charles Russell, Curator of the Education Department of the Museum of Natural History, New York City, and former president of Westfield State Teachers College, also to Miss Esther St. Clair, Registrar, Westfield State Teachers College, Westfield, Massachusetts.

Enclosed, you will find a self-addressed, stamped envelope for your reply.

BETHUNE-COOKMAN COLLEGI
ARCHIVES

Very truly yours,
Dorothy E. Shipley

Please acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Cornell University
Sage Hall
April 22,1938
Ithaca New York

148/Hkew

President.M.L Bethune
Bethune Cookman College
Daytona Florida
Dear President Bethune;

Please be so kind as to file my application among the list of applicants.I am most certain that the list is quite long and will continue to increase as Bethune Cookman draws near the closure of the school term.I am seeking work as an instructor in the teaching of French.I have a M.A., degree in the study of that language and its literature with a minor in Education.I persued this minor and major at J.C.Smith where I received the A.B., degree.

Information as to my ability and character will be gladly given by the following persons;Dr.James.F Mason, head of the department of Romance languages.Dr.R Jordon head of the department of Education and Miss.Grace Seely head of Sage college.

It was my good fortune to be a fellow passenger of yours last December when youwere enroute to Datona.You and your friend from Washington had just attended a conference in New York. Most unfortunately my journey was rather brief as I embarked at Wilson,N.C. to join my parents for the Christmas holidays.

This I am sure is a most busy season for you; I do trust you are enjoying the best of health and that Bethune Cookman has witnessed a most successful school year.Hoping to hear from you and assuring you that any consideration given me will be greatly appreciated.

Sincerely yours
Robert B. Vick

BETHUNE-COOKMAN COLLEGE
ARCHIVES

419 West Beaver Avenue
State College, Pennsylvania
April 22, 1938

Dr. Mary McLead Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

I should like to have you consider this letter as an application for a position in your college. I am interested in teaching Physics and Chemistry.

I shall receive my Master of Science degree from Pennsylvania State College during the summer of 1938. I am majoring in Physics with a minor in Chemistry.

I taught Physics and Mathematics for a year at Virginia State College. I also spent one year as the principal of Lightfoot Training School in Orange, Virginia.

Besides my work in the scientific, mathematical and ordinary academic subjects I have had several courses in education.

On the attached sheet are a list of my qualifications. Enclosed you will find a stamped and addressed envelope. Thank you.

Very truly yours,

Charles H. Townes
Charles H. Townes

THE BOARD OF EDUCATION
OF THE
METHODIST EPISCOPAL CHURCH

HARRY WRIGHT MCPHERSON
EXECUTIVE SECRETARY

H. K. WRIGHT
COMPTROLLER

740 RUSH STREET
CHICAGO, ILLINOIS

application

April 25, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary McLeod Bethune,
Daytona Beach, Florida.

My dear Mrs. Bethune:

As you may already know, my connection with the Board of Education will terminate within the next few months.

I am passing this information out to a number of people, beginning with members of the Board of Education. My expectation is not, necessarily, that I may fit into any organization with which you may be connected, but that you will have me in mind in regard to any suitable vacancy of which you may know or hear, either inside or outside the Church.

I am attaching a mimeographed statement of facts pertaining to my background and experience.

Thanking you in anticipation of any suggestions you may give me, and with all good wishes, I remain

Sincerely yours,

H K Wright

Note- I am using this letterhead as a means of identification. The letter is sent without cost to the Board of Education.

H.K.W.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Age- 48

Education- High School, commercial school of Kansas Wesleyan College, and about three years college in night classes over a period of several years.

Experience- Country bank; three years in accounting and operating departments of Santa Fe railroad; two years utility accounting with Interstate Electric Corporation; four years manufacturing accounting and purchasing with Hazel-Atlas Glass Company; three years public accounting with Marwick, Mitchell Peat and Company; three years with World Service Commission and thirteen years with Board of Education.

Outside activities- Member of church; treasurer General Conference Commission on World Peace; treasurer 740 Rush Street Credit Union; treasurer Christian Cooperative Fellowship in North America.

Some possible fields of usefulness: Any kind of accounting work. Personnel work. I am particularly interested in the hospital field; I understand hospital accounting and have made some study of the various phases of hospital administration.

Ed.

April 30, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Office of the President
Bethune Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

I am writing this letter to inquire whether there are any vacancies in your school for an instructor in psychology, education, or physiology for the coming school year.

The following are my qualifications: I am a graduate of Hunter College, the Class of January 1935 of the City of New York with a Bachelor of Arts degree. While at college I majored in physiology and minored in biology. At present I am a candidate for the degree of Master of Arts in Education at the June commencement at the above named institution. I have also had three years of teaching experience at the elementary school level. A transcript of my college courses can be sent on request.

Trusting that I shall receive a favorable and early reply from you, I remain,

Respectfully yours,
Gertrude O. Tweed

Gertrude O. Tweed
1089 Union Ave.
Bronx, N.Y.

1448 S. Shelby St.,
Louisville, Ky.,
May 2, 1938.

Miss Mary Mc Leod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Madame:

If you should have a vacancy on the faculty of your college, will you kindly consider my application when you start to fill it?

I was born in Louisville, Ky. and educated in the public schools of this city. All of my college training was taken at Indiana University, Bloomington, Indiana. From this institution, I hold the degrees of Bachelor of Arts and Master of Arts with a major in mathematics of 60 hours and minors in English, German, and music of at least 23 hours each.

I shall appreciate any favorable consideration that you might give my application and I shall be glad to correspond with you concerning any other matters that you may wish to know about me.

Respectfully yours,

Lenora W. Yates.

2819 11th Street N. W.
Washington, D. C.
May 2, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

President,
Bethune-Cookman College,
Datona Beach, Fla.

Dear Madam:

I was graduated from Howard University in June 1937 with the degree of Bachelor of Science in Art. Since then I have been taking courses in the school of Education at the same university.

It is my desire to obtain a teaching position for the coming fall term. I understand you have a very fine Art Department there. If there is an opening for another teacher I should appreciate consideration of my application.

Any information as to character, ability or health can be furnished upon request.

Thanking you in advance for any help you might be able to give me in this matter I am,

Yours very truly,

Eva Mae Williams

(Miss) Eva Mae Williams

348 Shelborne Street
Atlanta, Georgia
May 3, 1938

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune,

BETHUNE-COOKMAN COLLEGE
ARCHIVES

I am submitting my application for any position that you might offer me. Since I have finished Crooms Academy, Sanford, Fla. and the Junior College at Fort Valley, Ga., and since I am to finish Morehouse College, Atlanta, Ga. in June, I feel that I am capable of filling a position. While at Morehouse I am taking the courses in Library Science being sponsored by the N.Y.A.

At each of the above mentioned schools my records have been good. As to the quality of my work I refer you to L. R. Sims of The Normal and Industrial School, Fort Valley, Ga., and J. P. Whittaker, Morehouse College, Atlanta, Ga.

I am thanking you in advance for your consideration and for your assistance in helping me find a position.

After June 7, write me at Route 1, Box 364, Sanford, Florida.

Sincerely yours,
Nathaniel Smith

96 Locust Street
Oberlin, Ohio
May 10, 1938

President Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs. Bethune;

I should like to apply for a teaching position at Bethune-Cookman for the year 1938-39. I receive my A.B. degree from Oberlin College in September, 1938. My major subject is Sociology, and minors are English and Education.

My extra-curricular activities in college have been restricted due to the necessity for working eight hours a day in addition to school work. For the past three years I have contributed to the partial support of my parents. Membership in Social Science clubs, group work with young Negroes in the community, and a Sunday School Class have been outside activities.

It is my sincere belief that the teaching profession will grant me the best opportunity to share with others that which has been my privelege to learn. I am mindful of the fine work you and your staff are doing, and Ishould like very much to become a part of the institution. Maladjustment of the Negro can be prevented to a great extent through education.

Dr. N.L.Sims, head of the Department of Sociology a Oberlin, E.F.Bosworth, Dean of Men, and others have filed references for me at The Bureau of Appointments, Oberlin College.

Any suggestions from you will be greatly appreciated.

Sincerely yours,
Philip M. Thomas
Philip M. Thomas

---

205 N. 10th Street
Palatka, Florida
May 14, 1938

[illegible]

Dear [illegible]

[illegible] us [illegible] in your school for the summer [illegible] should [illegible] in French and [illegible] German and [illegible] during the summer [illegible]

As to my fitness for the position I am [illegible] you to the following persons

[illegible] Coker - Dean of Liberal Arts - Talladega College, Ala
Dr. [illegible] Miller [illegible]
Mr. E. Phillips - Supervisor of [illegible] High [illegible]
Mr. [illegible] Williams - Supervisor of Negro Schools
Mr. [illegible] Dunkley - Principal Campbell High, Daytona Beach
Mr. [illegible] Davis - Principal Howard Academy - Ocala, Florida
Mr. [illegible] - Principal Central Academy - Palatka, Florida

If I am given the position I will also take some subjects in Education.

I will be grateful for any consideration that you might give me.

Yours truly,
(Mrs.) Mae Reynolds [illegible]

BETHUNE-COOKMAN COLLEGE
ARCHIVES

205 N. 10th Street
Palatka, Florida
May 14, 1938

Mrs. Mary M. Bethune, Pres.
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I am making application for the position as teacher or assistant teacher of French in your school for the summer session in case a vacancy should occur. For the past eight months I have been employed at Central Academy, Palatka, Florida.

I have an A.B. degree from Talladega College, Talladega, Alabama with a major in French and minors in German and Education. I have taught French at Howard Academy, Ocala, Florida for three years, and have acted as French counsellor at Guilford Bower, New York City during the summer 1932-1933.

As to my fitness for the position I am seeking, I refer you to the following persons:

Mr. J. T. Cater - Dean of Liberal Arts - Talladega College, Ala.
Mr. M. B. Miller - Registrar —— Talladega College, Ala.
Mr. E. Phillips - Supervisor of Drewry High - Talladega College, Ala.
Mr. D. E. Williams - Supervisor of Negro Schools
Mr. T. D. Dansby - Principal Campbell High, Daytona Beach
Mr. E. D. Davis - Principal Howard Academy - Ocala, Florida
Mr. A. J. Polk - Principal Central Academy - Palatka, Florida

If I am given the position I will also take some subjects in Education.

I will be grateful for any consideration that you might give me.

Yours truly,
(Mrs.) Mai Reynolds Norwood

858 McDaniel Street
Atlanta, Georgia
May 18, 1938

Mrs. Mary M. Bethune
Bethune Cookman College
Daytona Beach, Florida

BETHUNE COOKMAN COLLEGE
ARCHIVES

Dear Madam:

This letter comes to you as an application for a position as a teacher in your school.

The degree of Bachelor of Arts was conferred upon me at Spelman College in nineteen-thirty-four. I have completed the major part of the requirements for the degree of Master of Science at Atlanta University in the department of chemistry. I have also had considerable training in physical education, French and music.

For references regarding my fitness for such a position, I refer you by permission to President Florence M. Read of Spelman, Professor Kemper Harreld of Morehouse College and Dr. K. Alonzo

Huggins of Atlanta University.

I do hope that you may find it feasible to help me. Thanking you for any consideration that you may give me, I am

Very truly yours,
Annlizabeth Madison

BETHUNE-COOKMAN COLLEGE
ARCHIVES

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Atlanta University
Atlanta, Georgia
May 21, 1938

President Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

My dear President Bethune:

Please consider me as an applicant for a position as a teacher of History in your school. Having received an A. B. degree from Spelman College, Atlanta, Georgia, in June 1936, I am now a candidate for an M. A. degree in June 1938 in the department of History at Atlanta University.

From September 1935 to June 1936 I was student adviser to the Freshman class at Spelman College. For the past year I have had complete charge of a seventh grade Social Science class at Atlanta University Laboratory High School. I have also received sufficient credit in Biology and Education to be able to teach either in the event that it is necessary.

I submit as references to my ability and character the names of Mr. W. A. Robinson, Principal of the Laboratory High School; Dr. R. W. Logan, Head of the Department of History, Atlanta University; Mr. M. D. Kennedy, Atlanta University, and Mrs. M. Nabrit Curry, Spelman College. Upon your request I shall be glad to furnish further information.

I shall look forward to a reply at your earliest convenience.

Very truly yours,

Gladys O. Shirley

Gladys O. Shirley

TRUSTEES
JOHN W. DORSEY
E. R. JOHNSON
H. R. SMITH
EDWARD JACKSON
C. D. DICKERSON
LUTHER JOINER
ASHTON DORSEY
MRS. G. W. BROWN,
SECRETERY-TREASURER

BETHEL A. M. E. CHURCH
REV. B. MARVIN McLINN, MINISTER
716 NO. WASHINGTON AVENUE
SCRANTON, PA.

W. L. W. JONES, ASSISTANT
STEWARDS BOARD
JESSE A. GILES, SECRETARY
MYRON B. HOWARD, TREASURER

BETHUNE-COOKMAN COLLEGE
ARCHIVES

May 23, 1938

appli.

Bethune Cookman College.
Daytona Beach Fla.
Dr. C. Simpson Pres.
Dear Dr. Simpson,

I hope you are fine at this writing. It has been quite some time since I've seen you.

I am writing to ask you if you have a vacancy in your school for a teacher. My daughter graduates from the Howard University in the teacher's course this June. I would be very glad if you would be able to place her.

I was in school with you at Wilberforce University. Any kindness that you may render along this line will be highly appreciated.

I hope your work is progressing nicely.
I am,

Yours truly,
B. M. McLinn

POST OFFICE BOX 473
GREENWOOD, S.C.
May 23, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Office Of The President
Bethune Coopman College
Datona Beech, Fla.

Dear President:

I am applying for a position as instructor of Science and Biology.

My educational qualifications comprise:
A high school education from St.Augustine's College, Raleigh, North Carolina, Bachelor of Science degree, West Virginia State College, Institute, West Virginia, Master of Science degree, Ohio State University, Columbus, Ohio. I have to my credit seven years of teaching experience.

Should there be a vacancy on your faculty list for which I am prepared to fill, I would be glad to correspond with you concerning an appointment.

Yours very truly,

B.T.White
B.T.White.

BENNETT COLLEGE

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Applications

May 23, 1938

Mrs. Mary McLeod Bethune
Daytona-Cookman Instute
Daytona, Florida.

Dear Madam;

I wish to apply for the position of Home Economics instructor in your school.

My name is Carl Dora Pass, I am a member of the graduating Class of Bennett College.

In addition to my major Home Economics, I can teach Science, my minor. For four years I have been a member of the Bennett College varsity basket-ball team, and have participated in major dramatic productions.

I should be glad to fill out any formal application blank or answer any futher questions.

For references you may write to Dr. F. P. Littrell, head of the Home Economics department, and Dean of women, Bennett College, or Dr. David D. Jones, President of Bennett College.

I am,

Very truly yours

Ceil Dora Ross.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Eloise
(Send acknowledgment)

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1017 So. 5th Street,
Minneapolis, Minnesota,
May 27, 1938.

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune:

I am applying for a position on your faculty as a science instructor. If there is a vacancy I would appreciate your considering my application.

As to my qualifications, I cite:-
B. S. (cum laude), Wilberforce University, 1937.
Graduate work, University of Minnesota, 1937--.
My undergraduate major work was in the field of biology; minor, chemistry. At present I am majoring in Physiology; minor, Zoology. I served as Assistant Zoology Instructor at Wilberforce University and hold a teacher's certificate for the State of Ohio, having taught in the Wilberforce Academy.

For references, I refer you to:-
Dean F. A. McGinnis, Wilberforce University, Wilberforce, Ohio.
Professor R. N. Pyrtle, Wilberforce, Ohio.
Professor I. S. Lane, " ".

Should you desire to contact me I can be reached at the above address until June 10, after which please address correspondence to 1111 E. Waldburg St., Savannah, Ga.

Hoping to hear from you in the near future, I am

Sincerely yours,
Elbert E. Rogers
Elbert E. Rogers.

Acknowledge

1726 Mulberry Ave.
Anniston, Alabama
March 29, 1938.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary Bethune, President
Bethune-Cookman College
Daytona Beach, Florida.

Dear Mrs. Bethune:

May I ask you to consider my qualifications when you select your teachers for the next school term.

I am a graduate

of Fisk University, and have completed my work on my Master's degree from the University of Michigan, with a major in "Elementary Education," and what one would call a minor in "Personel Guidance."

I have had no teaching experience except practice teaching. However, if you give me a chance I am sure I can do the work successfully.

you may learn more about my scholastic record and character by corresponding with the following persons:

I Miss Lillian E. Cashin
Prof. John R. Cotton
Fisk University. Nashville, Tenn.

II Dr. Howard McClusky
University of Michigan
Ann Arbor. Michigan.

I thank you for any consideration you may give me. I hope to hear from you soon.

Sincerely Yours,
Marie Vernon

R. S. SIMS, PRINCIPAL

Fessenden Academy
UNDER THE AUSPICES OF
The American Missionary Association
NEW YORK CITY
Fessenden, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

May 30, 1938

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona, Florida

My dear Mrs. Bethune:

A few weeks ago I addressed a letter to you which I failed to mark "personal". Because I have received no reply, I am taking it for granted that the letter was not received and I am writing you again.

Next school year, my husband, Mr. Ripley S. Sims, plans to leave his position as Principal of Fessenden Academy, to study. I plan to leave Fessenden also and desire to apply for a position in the field of secretarial work.

I have been wondering whether or not you have contacts in Washington or elsewhere in National Youth Administration work which requires a stenographer or bookkeeper.

I have been employed here at Fessenden as secretary-registrar for the past nine years. Prior to my coming here, I was employed for four and one-half years as private secretary to Dr. Carter G. Woodson, the Negro historian of Washington, D. C. I feel that my experience has been thorough and that I am capable of giving efficient service in the field of secretarial work.

I am a graduate of Herrick's Institute of New Bedford, Massachusetts and have attended Simmons' College, Boston, and Columbia University, New York City.

An early reply as to the possibility of such an opening will be greatly appreciated. My address after July 1 will be 245 Tremont Street, New Bedford, Massachusetts.

Cordially yours,

(Mrs) Dorothy T. Sims

application

BETHUNE-COOKMAN COLLEGE
ARCHIVES

924 East Third Street
Oklahoma City, Oklahoma
June 7, 1938

Mr, Abram L. Simpson
Bethune Cookman College
Daytona Beach,Flordia

Dear Mr. Simpson,

I would like to place my application with you for your consideration in your selection of next year's teaching staff.

I am a graduate of Talladega College with an A. B. degree. My field of concentration is English with minors in Social Science and History. During my college years my extra-curricula activities included football, basketball, tennis and dramatics. Information concerning my academic record may be obtained from Mr. M. B. Miller, Registrar, Talladega College.

Last year I taught English and History, coached Dramatics and was assistant coach of Athletics at the Calhoun Colored School, Calhoun, Alabama.

As to my work done there, references and recommendations may be secured from Mr. Jerome F.Kidder, Principal, Gardiner Road, Woods - Hole,Mass. Miss Ida A. Tourtellott, Dean, Box 75, East Derry, N.H. and Mr Robert W. Brown Sr., Assistant Dean, Calhoun Colored School, Calhoun Alabama.

If you find at present there are no vacancies at Bethune Cookman, but you know of other possible vacancies into which I might fit; t his information will be greatly appreciated.

For your consideration and help, I sincerely thank you.

Very respectfully yours,

Willard C. McCleary

Willard C. Mc Cleary

(Mr. Simpson)

BETHUNE-COOKMAN COLLEGE
ARCHIVES

2244 Venus Avenue
Jacksonville, Florida
June 13, 1938

Mrs. Mary McLeod Bethune
President-Bethune Cookman College
Daytona Beach Florida.

Dear Mrs. Bethune:

In view of my experience in the teaching profession and field of Commerce, I herewith submit my application for position in Bethune Cookman College as instructor in Commerce or in the office of the Institution.

Since finishing my Commerce at Wilberforce University, Wilberforce, Ohio, I have been employed by Lincolhn High Night School, Kansas City, Missouri, teaching, shorthand, typewriting and bookkeeping; came to Edward Waters College, Jacksonville, Florida, taught Commerce for two years; began working in the office of the Afro American Life Insurance Company, gathering a practical experience in Insurance; have worked in practically all offices of the Company.

My knowledge of new ideas in the field of Commerce has been steadily increased because of the fact I have studied constantly since finishing school. Finished the complete course offered by LaSalle School of Commerce, Chicago, Illinois; C. P. A. Coaching from Columbia University, New York City, New York.

As to my character you may contact the following: Mr. W. H. Lee, Secretary Afro American Life Insurance Company, Jacksonville, Florida; J. R. E. Lee, President F. A. & M. College, Tallahassee, Florida; C. S. Long, Jr, President Edward Waters College, Jacksonville, Florida; Dr. Wm. Thompkins, Recorder of Deeds, Washington, D. C.; H. O. Cook, Principal Lincoln High School, Kansas City, Missouri.

I would appreciate your consideration of the above and a reply.

Respectfully yours,

John G. Ross

JOHN A. ROSS

Ack - 6;21:38 - m

University of Illinois

Faculty

502 E. Clark
Champaign, Illinois
June 16, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dr. Mary M. Bethune
President of Bethune Cookman College
Daytona Beach, Florida

My dear Dr. Bethune:

I am interested in teaching in your school and desire to know the requirements or methods of filing my application. I received my Bachelor of Science degree from the University of Illinois June 13 of this year.

My greatest interest is the mathematics department. I have a major in mathematics which includes thirty-eight and a half hours of mathematics. Of these hours fifteen are advanced courses, usually taken by persons working for their masters degree. I did my practice work at University High School in plane geometry; during which time I was able to accumulate some valuable materials to be used in mathematics club work as well as in the class room.

You will find enclosed an addressed envelope which may be used if you desire to communicate with me.

Very truly yours,

Lu Ada H. Porter

LuAda H. Porter

Acknowledged - 6/20/38 - m

Faculty

2257 N. Capital Avenue
Indianapolis, Indiana
June 17, 1938.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Cookman Institute
Daytona Beach, Florida

Dear Sir,

I am interested in the teaching position of Home Economics.

I graduated in June 1938 from Butler University, Indianapolis, Indiana and received the A.B. Degree, majoring Home Economics. The work pursued in this course qualifies me the issuance of a Special Teacher's License in the field of Home Economics. In addition to my professional training stated above I attended a Summer Session at Columbia University, specializing "Home Economics." During my four years in college I worked at the Attucks Branch Library under the auspices of the National Youth Administration.

Kindly, may I refer you to the following persons for references:

Miss. Ida B. Wilhite, Head of Home Economics
Department, Butler University,
Indianapolis, Indiana
Miss. Katherine Journey, Home Economics
Teacher, Butler University,
Indianapolis, Indiana

BETHUNE-COOKMAN COLLEGE
ARCHIVES

and

Mrs. Martha Martin, Home Economics
Teacher, Crispus Attucks High School,
Indianapolis, Indiana.

If further interested, kindly, may I ask of you to forward me an application blank.

Very sincerely yours,
(Miss) Mildred Roberts

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1701- Booker St.
Birmingham, Ala.
June 17, 1938

Miss. Lillian Hines,
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Madam:

I desire to enter your College in September, 1938. Please send me an employment application blank.

My parents are financially unable to send me to College, but I am determined to finish some College by working part of my board.

I have been interested in Bethune-Cookman College since hearing Mrs. Bethune two years lecture in my city.

Will highly appreciate any consideration given me. I am,

Very truly yours,
Daisy Lee Vaughn

Ack. - 6/25/38

BETHUNE-COOKMAN COLLEGE
ARCHIVES

P. O. Box No. 8,
Westover, Md;
June 20, 1938.

Pres. Bethune-Cookman College,
Dayton, Fla.
Dear Sir:

If you have a vacancy for a teacher in your school for the ensuing year; please consider me for the position.

I am a young man of thirty-nine years, five feet six inches tall, one hundred seventy-five pounds in weight, healthy, can meet people easily and well.

I am a graduate of the State College at Greensboro, North Carolina and of Lincoln University, Pa. In the College I will teach Education, English, Economics or Psychology. In the High School I prefer teaching Math, English or Science, but I have taught and will teach any subject except foreign languages. From the State Department of Education of North Carolina I hold a High School Principal's certificate with seven years experience. Plays and dramatics are my extra activities.

Further information and reference will be given on request.

Please let me hear from you early.

Respectfully yours,

O. C. Saulter
O. C. Saulter.

Application

2320 No. 26th Street
Omaha, Nebraska
June 23, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Abram L. Simpson
Acting Pres. Bethune Cookman College
Daytona Beach, Fla.

Dear Mr. Simpson:

No doubt you are in need of an experienced and qualified teacher. As such I make application for a position at your college. I have had eight years of teaching experience during which time I have taught elementary, high school and college. I gave up my position to study for the master's degree, which I received this June from Fisk University.

For my B.A. degree I have 135 credit hours with majors in English and Education. I was at one time Director of the Model School for training teachers at Ky. State Ind. College. For my master's degree I have 44 hours in sociology, and have completed a thesis on Prominent Persons of Negro Blood in Brazilian Society under the Direction of Dr. Rudiger Bilden, a foremost authority on Brazilian relations having studied in Brazil for several years. The thesis is the result of months of research in Portuguese sources, after failing to find sufficient material in English. I will at your suggestion send you a copy of my thesis in order that you can get an idea of the type of work I produce. Dr. Robt. E. Park, formerly of Chicago University now at Fisk has been impressed with its scholarliness and has just written me for a copy to present to a Pan American magazine to which I may be able to submit it for publication in parts.

As references I offer men fore-

BETHUNE-COOKMAN COLLEGE
ARCHIVES

most in education and especially sociology, who will speak for me as friends and as persons well acquainted with my teaching ability, such men as Chas S. Johnson, Robt. E. Park, Bertram W. Doyle, Rüdiger Bilden and Mark Hanna Watkins of Fisk University, Pres. R. E Clement of Atlanta University and Pres. R. B. Atwood of Ky. State Ind. College. You have at your school a man whom I consider a friend and who knows just the sort of teacher I am, as I have served under his supervision; I speak of Dean J. A. Bond.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Simpson, for three reasons I desire to teach at Bethune Cookman. First, I have a great admiration for its president; secondly the college has a reputation that is commendable, and thirdly I think I can contribute something. Please consider this application as a sincere supplication.

I am truly,
Lucyle Bivens McAlister

File

application

BETHUNE-COOKMAN COLLEGE
ARCHIVES

P.O. Box 771 (511 Lincoln St)
Daytona Beach Fla.
June 23, 1938

Dr. Abram L. Simpson
Acting President
Bethune Cookman College
Daytona Beach Fla.

Dear Dr. Simpson:

I want to thank you for your letter of June 21, I also want to thank you and the Executive Committee for the invitation which you have extended to me. I am pleased to know that you along with the Executive Committee have felt that there is a definite contribution to be made in the life of the Institution by my services thereto.

I am sure I could do very satisfactory the the duties which this position calls for. But knowing the duties of this position as I do, and the time and work that is required to perform these duties. In comparison with my present work in the public school, also comparing the amount that you have offered me with that I am paid by the County in which I am working. I am sure it would not pay me to make the change. Although I would love to be connected with the Institution in that capacity

I regret very much to say I cannot accept this invitation for that amount, and for the period of one ~~[illegible]~~ year only.

Very truly yours
Edward Van Poole

Eloise: File

appli.

Frank R. Veal
Boston, Mass.
72 Mt Vernon St.
6/23/38

Dr. A. L. Simpson
Acting President
Bethune-Cookman College
Daytona Beach, Fla.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear sir;

I would appreciate it very much if you look upon this letter as an application for a position in the field of history, at Bethune-Cookman College.

My work in the above field has been as following: Thirty six hours of history in my undergraduate study at Allen University, the A.B. degree being received in 1932. Twelve courses of history at the University of Chicago in the graduate field which included a special study in American History. At Howard University I made a research study of the Roman Empire also receiving the B.D. degree in 1937. During my work at Boston University a special study of European History centered around economics and religious conflicts. In my formal training my concentration has been in the field of history, yet I have met the requirements of other intermediate courses.

I may list my experience here: I was an instructor in history at Allen University for two years. I was also acting Dean of Men and Football Coach at the same. I served as a Coach at Howard University of Washington D. C. for two seasons. I have had quite a deal of experience in working with young men in various activities.

Thus on theinformation above I hereby file application for work in history and athletics at Bethune-Cookman College.

If there is any other information of me that you desire you may contact Dr. B. J. Mays of Howard University, Dr. W.W. Sweet of the University of Chicago, and Dr. Edwin Booth of Boston University.

Many thanks for any consideration given this application,

I am:

Very sincerely yours
Frank R Veal
Frank R. Veal

BOSTON UNIVERSITY
SCHOOL OF THEOLOGY
BOSTON, MASSACHUSETTS

REGISTRAR'S OFFICE
72 MT. VERNON STREET

BETHUNE-COOKMAN COLLEGE
ARCHIVES

July 5, 1938

TO WHOM IT MAY CONCERN:

This is to certify that

Frank R. Veal, A.B., Allen University; B.D., Howard University

was registered as a graduate student in the School of Theology the second semester 1937-38 and completed the following courses earning the grade and credit attached:

Course	Grade	Credit in Semester Hr.
Psalms and Job	B	2
Judaism	B	2
Intertestamental Period	B	2
Wesleyan Reformation	C+	4
Seminar in Social Aspects of the Reformation	B-	2
Research in Old Testament	B	2
Philosophical Foundations	B	4

W. J. Lowstuter
W. J. Lowstuter, Registrar.

BOSTON UNIVERSITY
SCHOOL OF THEOLOGY
BOSTON, MASSACHUSETTS

REGISTRAR'S OFFICE
72 MT. VERNON STREET

July 5, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dr. Abram L. Simpson
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Simpson:

Mr. Frank Veal was registered as a student in the School of Theology for the second semester, 1937-38. The enclosed transcript will give you a record of the courses in which he registered and the grades received in the same.

Trusting this gives you the help you need, I am

Yours very truly,

W. J. Lowstuter

W. J. Lowstuter, Registrar.

WJL:DL

327 Edgecombe Avenue
June 24, 1938
New York, N.Y.

Mrs. Mary McLeod Bethune
National Youth Administration
Washington, D.C.

Dear Mrs. Bethune,

Dr. A. Clayton Powell Jr. has advised me to write you concerning the possibility of a vacancy or addition to your faculty for the year 1938-1939.

I am a graduate of Bennett College, Greensboro, N.C. with a major in History and English. I have completed the requirements for a Master's Degree in English.at Columbia University, and will receive the same upon completion of the extra points instead of a Thesis during the Summer Session.

During my four years in college, I was a member of the College Quartet and Glee Club; served as president of the Student Council and participated in Debating and Dramatics. From 1932-1937, I was the Director of Public School music and a teacher of English in the Booker T. Washington High School, Rocky Mt. N.C. For the past year while in school, I have been affiliated with the Abyssinian Baptist Church as a member of the senior choir.

For reference you may write Dr. A. Clayton Powell Jr., Abyssinian Baptist Church, 135 West 138th Street, New York City; Dr. Lennox Grey, Associate Head of the English Department, Teachers College, Columbia University, New York City; Mr. O.R. Pope, Booker T. Washington High School, Rocky Mt. N.C.; Dr. D.D. Jones, Bennett College, Greensboro, N.C.

With grateful appreciation for an early reply, I am

Very respectfully yours,

Elfreda Sandifer

Ack. 6-25/38

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Box 8
Winston Salem Teachers College
Winston Salem, North Carolina

President Mary Bethune
Bethune Cookman College
Daytona Beach , Fla.,

Dear President Bethume,

I am an applicant for a position as instructor in your department of Education or History if there be a vacancy during the school year of 1938-1939.

I am a graduate of the A. & T. College Greensboro, North Carolina, class of 1931. During the past school year I studied at Cornell University and received the M. S. Degree in Education. My work at Cornell centered around Rural School Administration and Secondary Education with a special problem in Curriculum Building.

I have had four years teaching experience and two years experienc as principal of a small high school in North Carolina. I am thirty years of age and am single.

I am able to coach basket ball, tennis foot ball, or basketball. I have had experience as a professional ball player and as a varsity foot ball , tennis, and basketball at Talladega College for two years and at A. & T. College for two years.

If you care to give my application consideration I shall be very happy to send you references as to my character and ability.

I shall appreciate any consideration you give this application.

Very truly yours,
Earl H. McClenney
Earl H. McClenney

application

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1312 Dora Street
Knoxville, Tennessee
June 26, 1938.

Mrs Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

Upon inspection of your recent files you will possibly discover a former application from me. Two years ago I applied for a position on your staff there at Bethune-Cookman.

I have recently read of a vacancy incurring in the English and History Departments, and I, having majored in History, feel certain that I can easily meet your requirements in this field. English is also one of my teaching fields. I have completed 36 quarter hours of Secondary Education, and have had two years of experience, one year as an emergency teacher here in the Knoxville System, and one year in the Public Schools of Ocilla, Georgia where I taught during the last school year.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

While in college I had unlimited experiences in Debating, Dramatics, and various extracurricula activities. I am especially interested in Dramatics and should like to sponsor such activities on your campus.

You have already certain information concerning my training and references, but I shall be glad to send any other credentials if you are interested in my application and desire them.

Hoping that my application may be given your kind consideration.

I am,

Very truly yours,
Maurine Finley-Taylor

BETHEL A. M. E. CHURCH
REV. B. MARVIN McLINN, MINISTER
716 N. WASHINGTON AVENUE
SCRANTON, PA.

W. L. W. JONES, ASSISTANT

TRUSTEES
JOHN W. DORSEY
E. R. JOHNSON
H. R. SMITH
EDWARD JACKSON
C. D. DICKERSON
LUTHER JOINER
ASHTON DORSEY
MRS. G. W. BROWN
SECRETARY-TREASURER

STEWARDS BOARD
JESSE A. GILES, SECRETARY
MYRON B. HOWARD, TREASURER

Close File

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Re-applicant for position

June 27, 1938.

Dr. Abraham Simpson.
Detona Beach Fla:

Dear Dr. Simpson,

I received your letter some days ago. I was glad to hear from you, and to know that you are doing well in your work.

I wrote you about a place in the school for my daughter. You stated that you would place her name on file, for this I express my highest appreciation.

I have a niece in Washington D.C. who finished at Howard University and received her Masters Degree in mathematics. I will be very pleased for you to add her name to your file.

I am sure you are taking a much needed vacation at this time.

If you should come through Scranton at any time, I shall be very glad to have you stop with us. Mrs. Bethune was here a few years ago with a group of girls and stopped with us. I am,

Yours very truly,

B. M. McLinn

2244 Venus Avenue
Jacksonville, Florida
June 27, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Abram L. Simpson, Acting
President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Simpson:

Delay in answering your letter was due to the fact that I was out of the City.

In answer to your questions asked, - I have had experience in Accounting and Institutional Bookkeeping. I was clerk for a while at Edward Waters College, that is until the bookkeeper came, and then I assisted her in keeping accounts. That was during the time of A. B. Coopers' Presidency. Am now during Social Security Accounting for the Afro American Life Insurance Company. Have also be able to study the set-up used by Wilberforce University, City College, New York City and LaSalle School in Chicago, Illinois.

I appreciate your giving me, at least, a ray of hope towards some position at the institution.

Respectfully yours,

John A. Ross

John A. Ross

Good applicant

Box 494
State College
Prairie View, Texas
June 30, 1938

President Mary McLeod Bethune
Bethune-Cookman College
Datona, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Madam:

Your Institution has been referred to me as one that might have an opening on the library staff. If such a possibility exists, I should like to be considered for the position.

I am a graduate of the Atlanta University having received the A.B. degree in June 1931. My course there consisted of a liberal arts program, emphasis being placed upon Education, English, and the Social Sciences. After graduation I was employed for two years in the elementary public school system at Atlanta, Georgia, and as proof reader at the Atlanta Daily World newspaper office. In June, 1935 I was graduated from the Hampton Institute Library School with the B.S. degree in Library Science. Since then I have been employed as library assistant at S.T.& A. College at Forsyth, Georgia from June, 1935 through August, 1935; and at Prairie View State College, Prairie View, Texas from September, 1935 to date.

The training and experience that I have received have provided a good background for the type of work I desire. In case you are further interested in my ability please write:

Miss Florence R. Curtis, Director
Hampton Institute Library School
Hampton, Virginia

Mr. W. R. Banks, Principal
State College
Prairie View, Texas

Mr. O. J. Baker, Librarian
State College
Prairie View, Texas

Mr. Jesse O. Thomas
National Urban League Office
Atlanta, Georgia

If you desire any further information I shall be pleased to furnish it.

May I hear from you?

Respectfully,

Agnes Maddox Scott
(Mrs.) Agnes Maddox Scott

Box 1051
Raleigh, N.C.
July 4, 1938

application

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary McLeod Bethune
Bethune - Cookman College
Daytona Beach, Florida

Dear Mrs Bethune,

I am writing to apply for a position as instructor in biology or chemistry at your school.

I am a graduate of Howard University having received a Bachelor of Science degree in zoology and chemistry in 1934 and I received my Master of Science degree in zoology and botany at the University of Michigan in June 1938.

I have had a year's experience as temporary teacher of biology in the Washington High School of Raleigh N.C. and worked one year as assistant director of dramatics at Shaw University in Raleigh, N.C.

I am also qualified to direct a student newspaper, girls' athletics, and dramatics.

For information as to character and ability, I would like to refer you to the following:

Dr. Nelson H. Harris, Shaw University, Raleigh, N.C.

Dr. W^m Stuart Nelson, Dillard University, New Orleans, La.

Dr. A. Franklin Shull, University of Michigan, Ann Arbor, Michigan

Yours truly,

(Miss) Catherine B. Middleton
Box 1051
Raleigh, N.C.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

application

Ack - 7/9/38 - blm

416 Cattell Street
Easton, Pa.
July 5, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary McL. Bethune
Pres. Bethune-Cookman College
Daytona Beach, Florida

Dear Madam,

I would like to make an application as an instructor of mathematics in your college. I received my A. B. from Cornell Univ. in mathematics and spent a year at Columbia Univ., studying graduate mathematics and statistics. Incidentally the title of my master's essay is "Methods of Curve Fitting".

I have had teaching experience, can give excellent references, and would appreciate a reply to this letter.

Sincerely yours,

Florence Nusim

application

WILBERFORCE UNIVERSITY
FOUNDED IN 1856
D. ORMONDE WALKER, PRESIDENT
WILBERFORCE, OHIO

July 6, 1938.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dr. A. L. Simpson,
President, Bethune-Cookman College,
Daytona Beach, Florida.

Dear President Simpson:

Mr. Geo. H. Valentine, Secretary-Treasurer of Wilberforce University, under whom I am employed, has asked that I write you concerning any possible employment that you might be able to give in your institution. He understands that you are desirous of securing a private secretary. Please consider this an application for work in your school.

I have just completed my first year as full-time worker in the Office of the Secretary-Treasurer, having served as a student assistant since my matriculation in college, January, 1933. Due to the scarcity of funds, and the insecurity of the position, I doubt seriously if it will be possible to be re-employed.

Before coming to Wilberforce, I attended the public schools in Uniontown, Pennsylvania, where I first began my training in commercial work. For four years, I worked in the various offices of the school system, and gained wide and rich knowledge along business and commercial lines. My experience lies in the fields of shorthand, typewriting, and bookkeeping.

I completed my work towards my B. S. Degree in Education, majoring in commercial work, June, 1937. I hold an Ohio State Teachers Certificate, and am prepared to teach any phase of commercial work, along with the actual experience in the specific subjects mentioned previously. For references, I suggest that you write Mr. Geo. H. Valentine, President D. Ormonde Walker, Bishop R. C. Ransom, and Prof Jas. S. Few, all of Wilberforce.

I trust that my application will be given your consideration, and I would appreciate a reply at your convenience.

Very truly yours,

Granville C. Smith

Granville C. Smith.

Ack - 7/9/38

appli

602 Fairmont Street, N.W.
Washington, D.C.
July 7, 1938

Mrs Mary McLeod Bethune
Bethune Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs Bethune:

I am writing to you requesting information concerning the possibility of my obtaining a position as instructor of History or social sciences at Bethune Cookman College. I am a graduate of the Dunbar High School of this city. I received my A.B. degree Magna Cum Laude from Howard University June, 1936 and my masters from the same institution June 10 of this year.

Although I majored in the social sciences, my training also enables me to teach English, Education, and Elementary French. If unfortunately you have no vacancy in my field at your school, I would appreciate it very much if you would suggest any institution or avenue whereby I might be able to find employment for the coming year.

For further information concerning my ability and character I refer you to the following persons:

Rev. Robert M. Williams - Pastor of Asbury M.E.
Church, Washington, D.C.

Mr. Williston Lofton - Professor of History,
Howard University. Home
address: 323 Elm Street,
N.W. Washington, D.C.

Dr. Charles H. Wesley - Dean of the Graduate
school and Head of the
Department of History,
Howard University

Mr. Thomas Anderson - Professor of Education,
Howard University. Home
address: 1107 Irving Street,
N.W. Washington, D.C.

Thanking you in advance for your kind consideration and hoping for an early reply,

I am,

Respectfully Yours,

(Miss) Edna G. Williams

BETHUNE-COOKMAN COLLEGE
ARCHIVES

File

BETHUNE-COOKMAN COLLEGE
ARCHIVES

332 Walnut Street
Daytona Beach, Florida
July 7, 1938

President A.L. Simpson
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

I have recently heard that you are in need of a teacher of mathematics. I am writing Dean Bond to see if this is true and if I can fit into the position. When my application reaches you, I sincerely hope that you will be able to give it favorable consideration.

If you wish to see me, I shall be glad to call at your office.

Very truly yours,

Dorothy Vera Stephens
Dorothy Vera Stephens

application

70 Dickson Street
Orangeburg, S. C.
[illegible] 8, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

President Abram Simpson
Bethune Cookman College
Daytona Beach, Florida

Dear President Simpson:

President Whittaker of State College has asked me to write you this letter concerning a clerical vacancy in your office. I shall be pleased if you will consider me as an applicant for the work.

I have done my high school and college work at South Carolina State College which was completed in nineteen (1936) thirty-six.

Please refer to the Biographical Data which I am enclosing for information. If you desire further information, I shall be pleased to furnish it.

I shall appreciate any favorable consideration that you might see fit to give me.

Yours very truly,

Theola A. Spigner
Theola A. Spigner

BIOGRAPHICAL DATA

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Name and Address		Theola A. Spigner 70 Dickson Street Orangeburg, S. C.
Education	High School	South Carolina State College Orangeburg, S. C. (1932)
	College	South Carolina State College Orangeburg, S. C. (1936)
	Degree	B. S. Bus. Adm.
References		President M. F. Whittaker South Carolina State College Orangeburg, S. C.
	Clerical Work	Miss Mattie E. Pegues Itinerant Teacher-Trainer, Home Economics South Carolina State College Orangeburg, S. C.
	Clerical Work	Principal J. E. Blanton Voorhees Institute Denmark, S. C.
Personal		Age 23 Height 5' 4" Weight 115

Can you coach- [illegible]
Coaching, math [illegible]
[illegible]
to anything [illegible]

1402 E.Washington Street
Greensboro,N.Carolina
July 12,1938.

Mrs.Mary McLeod Bethune
Bethune-Cookman College
Daytona,Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mrs.Bethune:

I am writing this letter to introduce myself to you,in an effort to find something to do: I am the older son of the late Dr. S.P.Sebastian,who was the founder and medical superintendent of the L.Richardson Memorial Hospital at Greensboro,N.C. My mother,Martha J.Sebastian,is a graduate of Boston University,and is librarian of the Carnegie Negro Library,located on Bennett College Campus(the city library for our people) She is also basileus of the graduate chapter of Alpha Kappa Alpha in Greensboro. This year I was graduated from Harvard College,receiving an A.B. and majoring in Bio-Chemistry. If possible I would like to teach in that field;but I could teach Mathematics or Latin,if necessary.

I was able to complete my last year only because of the self-sacrificing nature of my mother. Both my father and mother had one goal in view so far as I was concerned,and that was to see me through the old famous Boston Latin School and through Harvard College. My mother had the satisfaction of seeing their plans completed;but the most untimely and tragic death of my father,caused by an automobile collision in June,1937,deprived him of seeing his plans through. There is another side of the picture,which is most regrettable,and that is the heavy burdens that were thrust on my mother so very suddenly-the burden of getting me and my brother ready to face the world. My brother is seventeen years old and will enroll in Boston University,College of Liberal Arts next September. He has been given a scholarship covering a part of his expenses,and the promise of an

1402 E.Washington Street
Green[illegible] N.C.

COOKMAN COLLEGE
ARCHIVES

N.Y.A.student's job. The living expenses in Boston are so high that even with this great help, he will need considerable assistance from Mother. I feel very keenly that the burden of my brother's education should rightfully be mine, and I only pray for an opportunity, whereby I can shoulder my burden. Had my noble father lived, I would have gone on to Harvard Medical School in September; but now my plans must be altered to suit the present conditions. My brother must be given a chance ! Therefore, it is necessary for me to get a job in order to keep my self-respect and to give him the necessary material aid.

I was speaking to Leander Blackus, Nat. Recreational Director in the State, about the problem of finding employment, and his first suggestion was that I write you in reference to some work connected with N.Y.A. activities. I could do recreational work. I am a very good swimmer; I was a member of the rowing crew at Harvard; I have also played baseball, football and tennis. I was also a member of a chess team(a very popular pastime at Harvard)

If you could furnish me employment in your school, even at a small salary, it would be giving me an opportunity to show what I know I am fully competent of doing; namely, to teach Chemistry, Biology, Physics, Mathematics, and Physiological Chemistry. And may I assure you that I will make the most of my opportunity if I am fortunate enough to be given one.

Thanking you for any consideration you might be able to show me, I am

Very respectfully yours,

John Walter Sebastian

P.S. Any further credentials & testimonials you may desire, I can furnish.
J.W.S.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Acknowledged

2503 Tracy Avenue,
Kansas City, Mo.,
July 14, 1938.

Acknowledged
7/25/38

President Bethune
Bethune Cookman College,
Daytona Beach, Fla.

My dear Mrs. Bethune;

I am desirous of securing a position with you as a teacher of music. I am a graduate of the Teachers Course in Piano from the University Conservatory Chicago, Illinois.

Presently, I am taking a summer Course in Piano at the Kansas City Conservatory of Music, Kansas City, Kansas.

I have taught music in Fla. A. and M. College and a short period of time at Utica Normal, Miss. Presently, I am conducting a private class and directing a church choir. I received my academic training at Miles Memorial College, Birmingham, Ala.

I am 32 years of age and have a child three (3) years old whom I am obliged to support. I should greatly appreciate any consideration shown me by you. Thanking you, in advance for an early reply, I am,

Sincerely Yours,

(Mrs) Anna L. Washington.

Acknowledge

Acknowledged - 7/25/38

1089 Dean Street
Brooklyn, N. Y.
July 16, 1938

Dr. Mary McL. Bethume
Pres. of Bethume Cookman Coll.
Daytona Beach, Florida

My dear Dr. Bethume:

I am writing to apply for a position as a teacher of History and Social Science in your Institution.

You will please find enclosed a data sheet which contains in full a statement of my educational qualification. It may interest you to know that I have the degree of Master of Arts in History from Columbia University, and have done further graduate work in the same school.

I have no teaching experience, however, I am interested in the profession, and am willing to do my best at all times.

Trusting that I may be able to serve you, I am

Very sincerely yours,
Elson K Williams
Elson K. Williams

Encl.

Please acknowledge

Acknowledged - 7/25/38

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1719 Euclid St. N.W.
Washington, D.C.
July 19, 1938

Bethune, Cookman College
Daytona Beach, Florida

Dear Sirs:

I am a negro graduate of Miner Teachers College of Washington, D.C. I finished June 1938 with a B.S degree and am applying for an opening in your institution in the field of history or geography.

Yours respectfully,
(Miss) Homer. G. Mee

Acknowledged 7/26/38

BETHUNE-COOKMAN COLLEGE
ARCHIVES

℅ Cullman Bros. Inc.
Simsbury, Conn.
July 21, 1938

Mr. Abram Simpson, Acting President
Bethune Cookman Jr. College
Daytona Beach, Florida

Dear Mr. Simpson:

On June 7, of this year I was graduated by Morehouse College with the Bachelor of Arts Degree. My major work was done in the field of History and my minor in the field of Physical Education.

My preparatory work was done at Roosevelt High School, Gary, Indiana. Roosevelt is an accredited high school and is recognized as one of the leading Negro high schools in the North West.

I would like very much to be considered an applicant for a position in either of these departments at Bethune Cookman Jr. College. For reference I refer you to Dr. C. D. Hubert, Acting President of Morehouse College; Mr. F. C. Gassett, Bursar Morehouse College; and Mr. F. L. Forbes, Coach, Morehouse College. I shall be glad to furnish you with any further information.

Your favorable consideration and an early reply would be highly appreciated. You may contact me at 1745 Virginia Street, Gary, Indiana.

Yours truly,

Henry N. Page

Henry N. Page

[illegible]

MOREHOUSE COLLEGE
ATLANTA, GEORGIA

July 22, 1938

DEPARTMENT OF
PHYSICAL EDUCATION AND
INTERCOLLEGIATE ATHLETICS

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dr. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Flordia

My dear Dr. Bethune:

I wish to acknowledge receipt of your letter of July 20, inquiring about the general qualifications and ability of Coach "Tiny"Smith. I am assumming that you have reference to Vernon C. Smith, who was one of our coaches last year. Mr. Smith has been with us for the past two years, and I have found him to be a very valuable assistant. ~~His work~~ has been highly satisfactory, and his influence with the boys was wholesome in every respect.

Mr. Smith majored in mathematics and minored in biology while in college, and since has done graduate work in physical education at New York University. I am of the opinion that he is fully qualified to carry a teaching load in either field. In the event that you wish to contact him concerning this matter you may write him in care of Culman Bros., Inc., Simsbury, Conn.

If I can be of any further help to you in adjusting this situation I shall be very happy to do do.

Sincerely yours,
F. L. Forbes
F. L. Forbes
Director of Physical Education

COLLEGE

Acknowledged - 7/25/38

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1102 East Ann Street,
Ann Archor, Michigan,
July 22, 1938.

Mr. Abram Simpson,
Acting President,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mr. Simpson:

I am seeking a teaching position for the next school term, 1938-39, and would be pleased to have you consider me as an applicant should you be in need of some one with my qualifications.

My bachelor's degree was conferred in 1937 by the South Carolina State A. and M. College at Orangeburg. The past term, I studied at the University of Michigan and am to receive the master's degree from that university in August. My field is Secondary Education with a major in the social sciences and minor in biology. In extracurricula activities, I can assist with dramatics, and also play the piano.

Having been reared on the campus of the South Carolina State College, I am well acquainted with the type of person desired and necessary to fit into a college or school system.

References may be secured from South Carolina State College, and the University of Michigan from which you may also obtain my credentials through the Placement Bureau. If you wish further information from me, I shall be glad to furnish it or to have a formal blank if you require one.

Yours very truly,

Mae Cora Stewart

Mae Cora Stewart

Please acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

July 24, 1938.

Mrs. Mary McL. Bathune,
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Madam:--

I herewith make application for a position as an instructor in the Bethune-Cookman College. I hold a Bachelor of Arts degree from Talladega College, and a Master of Science degree in mathematics from New York University. At the present I am continuing my study at the University mentioned above. Last school year I served as instructor in mathematics at Jarvis College in Hawkins, Texas.

As references I offer the following names: Dean J. T. Cater, Talladega College; Dean John Musser, New York University; Dr. M. L. Edwards, Jarvis College.

In any event, please let me hear from you.

Very truly yours,
Joseph A. Pittman

Joseph A. Pittman,
250 West 121st Street,
New York City, N. Y.

applic.

Hampton Institute
Hampton, Virginia
July 28, 1958

Mr. Abraham I. Simpson
Acting President
Bethune Cookman College
Daytona Beach
Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mr. Simpson:

I have been notified by the Record Office here at Hampton Institute that you are in need of a secretary. Miss Dean has asked me to write you applying for this position in the event that you have not yet secured one.

I am a graduate of the School of Business, Hampton Institute, receiving a B. S. degree in Commercial Education in 1955. Since that time I have been employed as bookkeeper and secretary for one year and secretary for two. Upon graduation I was offered a job in the Treasurer's Office here for one year's experience. At the end of that year I was offered the position which I now hold, Assistant in the Financial Aid Bureau.

As for my character and ability, I have permission to refer you to the following:

Miss Ethel C. Buckman
Director School of Business
Hampton Institute, Virginia

Mr. L. C. White
Record Office
Hampton Institute, Virginia

Miss Blanche C. Messier
Office Practice
Hampton Institute, Virginia

Thank you for any consideration you may be able to give this application. I shall be glad to furnish you with any further information you may desire should you still be in need of a secretary.

I am sure my three years' experience here at Hampton Institute will fit me for your position.

Very sincerely yours,

Blanche C. Wyche

(Miss) Blanche C. Wyche

bcw/

File

1555 West Oak Street
Louisville, Kentucky

August 1, 1938

Mr. Abram L. Simpson
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Sir:

I received your letter and I wish to express my appreciation for your consideration of my application. I received my Bachelor of Arts degree from Indiana University with a major in French and a minor in English. I have had enough hours in English for it to be considered a major. I have completed all the requirements for a Master of Arts degree in French and English except the thesis. I expect to finish it in the near future.

I have participated in the following activities: French Clubs, Debating Clubs, Choral Clubs, Literary Clubs, Dramatics, Basketball, Volley Ball, Deck Tennis, Group Games and Exercises. I have taught piano lessons, directed Health Clubs and Recreational Activities under the sponsorship of the Y. W. C. A. I have done additional Y. W. C. A. work. I am a member of the Alpha Kappa Alpha Sorority and was basileus of Tau Chapter for two years. I have also held executive positions in other clubs.

I will be twenty four years old November first. I have no physical disabilities or defects of any kind. I am in excellent physical health. I am sure that I am capable of teaching in both the departments of French and English and shall cooperate in every way with the administration of Bethune-Cookman College.

Respectfully,
Marjorie Miller
Marjorie Miller

INDIANA UNIVERSITY
DEPARTMENT OF FRENCH AND ITALIAN
BLOOMINGTON, INDIANA

BETHUNE-COOKMAN COLLEGE
ARCHIVES

August 1 1938.

President A.L. Simpson
Bethune-Cookman College
Daytona Beach
Fla.

My Dear President Simpson:

Miss Marjorie Miller, who is applying for a position in your college, has asked me to write you a word about her and her work.

Miss Miller is a young woman of very pleasing personality and a hard worker. She has done good work for me as an undergraduate and a graduate studen in French here at Indiana University. She has completed a year's work toward her Master's Degree. Her work has been of a consistantly good quality.

I believe she would exercise an excellent influence upon young gilrs and would prove to be a good and conscientious instructor.

Yours very truly,

Lander MacClintock

Lander MacClintock
Department of French and Italian
Indiana University.

ia/LM

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Appli

1555 W. Oak St.
Louisville, Ky.
August 22, 1938.

Mr. Abram L. Simpson,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Sir:

In answer to your letter of several weeks ago, I sent you the information which you requested.

Naturally, every since I received your letter saying there was a vacancy in the French and English departments I have been very excited, and have been anxiously waiting for your reply to my letter.

I shall appreciate it very much if you will please inform me whether or not the vacancy has been filled. I sincerely hope that I may be the fortunate one.

If I should be considered for the position, I am available at any time.

Respectfully,
Marjorie Miller

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1736 Van Buren St.,
Bronx, New York
Aug. 6, 1938

Dr. M. McLeod Bethune, Pres.,
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Madam:

Florida is my home state; and since I have relatives there, and because I could be of better service to them if I were nearer,-- I'm writing to ask that you consider me for a position in your college when the next vacancy occurs.

In closing, wish to state that I was educated at Tuskegee Institute, New York City College, the Butler and Jackson School of Music and the School of Religious Training, this city.

I have taught English, harmony of music, directed boys' work, taught carpentry, manual training, orchestra, bands, quartetts, and is a composer of music as well as a general writer. While I prefer teaching English, I would, however, teach economics, commercial law, government, philosophy, harmony, architectural drafting, estimating, carpentry or general construction.

I am not expecting a prompt reply. However, when you write, I should be pleased to know if there is a member of your faculty by the name of Richard Farzier.

Cordially yours,

Alexander Seymour
Alexander Seymour.

Acknowledged - 8/12/38

NORTHWESTERN UNIVERSITY
COLLEGE OF LIBERAL ARTS
EVANSTON, ILLINOIS

DEPARTMENT OF ROMANCE LANGUAGES

BETHUNE-COOKMAN COLLEGE
ARCHIVES

August 8, 1938

President Abram L. Simpson,
Bethune-Cookman Junior College,
Daytona, Florida

Dear President Simpson:

At the suggestion of Mr. Baldwin W. Burroughs, I am writing in support of his application for a position as a teacher of French in your college. All of us in this department consider Mr. Burroughs a young man of superior promise and one who has made an excellent record here in his studies for the Master's degree. He has now completed these studies and will be awarded the degree at the next commencement of the University.

Burroughs has a fine personality, cooperates well and has been during his residence in Evanston quite an influential member of a large group of Evanston Negro intellectuals. He is a young man of excellent habits and is quite interested in religious and welfare work. I am told that he is an excellent public speaker. It is a pleasure to recommend him.

Very truly yours,

E B Place

Edwin B. Place
Chairman

EBP:EB

BETHUNE-COOKMAN COLLEGE
ARCHIVES

II26 N. I5th. St.,
Lafayette,Ind.
Aug.8th.,I938.

To the President of Bethune-Cookman College,
Daytona Beach,Fla.

Dear Sir:

I am a graduate of Purdue University in the school of Science. As an under-graduate student I majored in English and social studies and am prepared to teach in these fields. After completeing my course,being unable to secure work in the teaching field,I did social work in Detroit,Mich for a short while. In the fall of of "36" I re-entered Purdue University and began work on my Masters Degree,which I completed in August of last year. As a graduate-student I majored in Applied Psychology and did minor work in Education and Sociology. Since completeing my graduate study I have been unemployed and although I have written hundreds of places I am not able to find employment.

I realize that the placement season is almost over but thinking that perhaps you may not have as yet completed your faculty for the coming school year,I am writing to make application for a position in your college. I trust,sir,that you will not slight this letter but will give it all possible consideration and if you can use me in anyway-perhaps to assist in personnel work or something along that line, if there is nothing open in the teaching field.

The faculty of Purdue will gladly furnish testimonials and a copy of my thesis if and when it is necessary.

Hoping to receive an early and encouraging reply, I am,

Very sincerely yours,
Richard C. Walker,
Richard C. Walker,
1126 N. 15th. St.,
Lafayette, Ind.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

File

BETHUNE-COOKMAN COLLEGE
ARCHIVES

INTERNATIONAL HOUSE
1414 East Fifty-ninth Street
Chicago

Appli'

August 9, 1938.

Dean James A. Bond,
Bethune - Cookman College,
Daytona - Beach, Florida.

Dear Dean Bond,

I am enclosing a photo of myself which I just received from the photographer yesterday. Sorry to have kept you waiting; however, I was expecting some from home and I learned Saturday that they couldn't be found.

Sincerely yours,
L. Ferne Ward

application

957 Scriven Street
Jacksonville, Florida
August 10, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

On the sixth of July, I received a reply from the application which I made to teach in your institution. My application was addressed to the dean, as I did not know that you could be reached there, at that time, and besides, I had seen in the Florida Times Union that the acting president was away.

The dean replied promptly, however, and assured me that there was no vacancy at that time.

This letter is to further say that if there occurs at any time a vacancy in any of the subjects covered by my certificate, namely, Mathematics, French, German, General Science, and Education, I shall be glad to be considered for the position. I hold an A.B. degree from Talladega College, Talladega, Alabama.

Very truly yours,
(Miss) Dorothy C. Mitchell

2524 West Chestnut St.
Louisville Kentucky,
August 11th, 1938.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

President of Bethune Cookman College,
Bethune Cookman College,
Detona Beach Florida.

Dear Sir:

I would like to know if there will be an opening in your school this fall in the English Department. I have my A. B. degree in English, and I have had epperience here in my city.

I can send or have Louisville Municipal College send you a complete copy of my school year there. I am qualified to teach English I am sure.

If any recommendations are needed I can send them also.

Any consideration you show me will be greatly appreciated.

I am starting on my M. A Degree as soon at Possable

Sincerely Yours,
Sadie Merchant.

Please acknowledge 8/17/38 Elvie

4 Percy Street
Charleston, South Carolina
August 13, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Bethume Cookman College
Daytona Beach , Fla.
Dr. Bethume, Pres.

My dear Mrs. Bethume:

I am applying to you to see if you are to have a vacancy for the coming school year.

I received my Bachelor of Science degree from A & T College, Greensboro, North Carolina. Since graduation I have studied on my Master of Arts degree in Social service at Xavier University. I majored in English and History in college.

I am able to furnish reference as to my moral standing .

Trusting if you have anything to offer you will consider me.

Hoping to hear from you very soon.

Sincerely yours,

Bradley Williams
Bradley J. Williams

BW:bw

BETHUNE-COOKMAN COLLEGE
ARCHIVES

113 Mellen Street
Phoebus, Virginia
August 18, 1938

Mrs. Mary M. Bethune
Director, Division Negro Affairs
National Youth Administration
Washington, D. C.

Dear Mrs. Bethune:

I have just learned that you want an experienced woman to act as dean of women and to have direct charge of your girls in Bethune-Cookman. Since I have had eight years of such experience, I am applying for the job. I have worked at Shaw University, Vorhees, and the Florida A. & M. College. At the Florida A. & M. College I worked under the direct supervision of my sister, Mrs. N. S. McGuinn. In fact, I received my apprenticeship under the experienced, wise, and expert guidance of my sister, Mrs. McGuinn. For five years I worked at Shaw University under Dr. Peacock, and for two years at Vorhees.

For ready reference I also refer you to your Administrative Assistant, Mr. O'Hara Lanier. I have known Mr. Lanier for many years, both as friend and in his various positions as a college administrator. I am sure that he will be glad to supply you with any information about my character or work that you might need.

Very truly yours,

(Mrs.) L. V. Rivers

BETHUNE-COOKMAN COLLEGE
ARCHIVES

413 Mellen St
Phoebus Va

Aug 23/38

Mrs Bethune
Daytona Beach
Fla.

My dear Mrs Bethune

I am enclosing a copy of a letter I sent you to your Washington office. Since I have not heard from you I decided to mail a copy to your College. Hoping to hear from you soon I remain

Sincerely yours
Mrs. L. V. Rivers

student

425 South Tenth Street
Quincy, Florida
August 26, 1938

President Abraham L. Simpson
Bethune Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear President Simpson;

I am a graduate of the Florida Agricultural and Mechanical College, Tallahassee, Florida with a B.S. Degree in physical Education (Class of 1937). I've had one year teaching experience at Stevens High School, Quincy, Florida.

I'm desirous of teaching physical Education and if there's a vacancy in your school I'd appreciate your giving me some consideration.

For reference to my character I refer you to President J. R. E. Lee - Florida A & M. College Tallahassee, Florida. Miss L. S. Bartley Florida A & M. College Tallahassee, Florida and Mr. L. D. Leffall - Principal Stevens High School Quincy, Florida.

Very truly yours,
(Miss) Alyce M. Wilson

Tuskegee Institute

TUSKEGEE INSTITUTE, ALABAMA

PHOTOGRAPHIC DIVISION
P. H. POLK, INSTRUCTOR

BETHUNE-COOKMAN COLLEGE
ARCHIVES

applic.

August 27, 1938

Mr. Abram L. Simpson
Acting President
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

Sometime ago, I filed application in your office, reference to employment in The Bethune-Cookman College. Since that time I have written you a letter, and haven't heard anything. I would appreciate it very much if you would look up my application and let me know the results.

Enclosed please find self addressed envelope.

Thinking you in advance and hoping to hear from you in the near future.

Yours truly,

Marshall Robinson
Marshall F. Robinson

Enclosure

Acknowledged 9/6/38

TUSKEGEE INSTITUTE, ALABAMA

Acknowledged

Box #213
Tuskegee Institute, Ala.
August 29, 1938

Dr. A. L. Simpson
Bethune-Cookman College,
Daytona, Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Sir:

I hope that this letter finds you well.

I am hereby submitting my qualifications as requested by you:

In 1937 I received my B.S. degree in Education from Tuskegee Institute. My major was English, and my minor was French. Other subjects I am capable of teaching are Psychology, Sociology, History, Education, and the General Sciences.

While at Tuskegee I also completed courses in Physical Education, and in Business Law.

After graduation, I worked as paying teller in the fiscal office of

Prairie View College. I have since been employed as an agent for the North Carolina Mutual Life Insurance Company.

While at Tuskegee, and during the summer months, I have taught classes in tennis.

Having had practical experience in clerical work, I feel that I am also fitted for such a position. I can type, and operate adding, listing, and posting machines.

I sincerely hope that you will be able to place me as I am highly desirous of joining your staff at Bethune-Cookman College. Any position such as teaching and doing work in Physical Education, or doing office work and work in Physical Education would be ideal.

Best regards to Mr. Ingraham and my other friends there.

Thanking you for your consideration, and hoping to hear from you soon, I am

Respectfully yours,
Ernest J. McCampbell

BETHUNE-COOKMAN COLLEGE
ARCHIVES

appli.

Pleasanton, Kansas.
August 30, 1938

President A. L. Simpson
Bethune-Cookman College,
Daytona Beach, Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear President Simpson:

I am interested in securing a position in your school. On August 5th. 1938, I received a masters degree with a major in physical education, from the State University of Iowa.

I did my undergraduate work at the Kansas State Teachers College, Pittsburg, Kansas. While attending school at Pittsburg I became nationally famous as a track and field athlete. To date being the only Negro to win a decathlon Championship, the all-round track and field competition. Twice I have been named on the all-american track team by Daniel Ferris, secretary of the National A.A.U. in New York.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Should you be interested in a physical education instructor or assistant coach and teacher, for convience my Credientals are on file with the Placement Bureau, East Hall, State University of Iowa, Iowa City, Iowa.

Sincerely yours,
Delbert W. White.

Appli.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

3236 East 126 Street
Cleveland, Ohio
September 6, 1938

Mrs. Mary McLeod Bethune, President
Bethune - Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I have enclosed herewith a more current, though Cursory statement of my qualifications for an instructorship in Romance languages and English.

Hoping you will find them useful and thanking you for future consideration, I am

Yours truly,

Juanita C. Thomas

Juanita C. Thomas

W. J. McCURDY
Jay Florida

DR. J. B. TURNER
Bagdad

B. M. HELMS
Milton, Route 4

DEPARTMENT OF EDUCATION
SANTA ROSA COUNTY

J. C. WORD, SUPERINTENDENT
MISS EDITH HICKS, Asst. Secty.

Milton, Florida

Faculty

September 12, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

My dear Dr. Bethune:

Please accept my sincere thanks for your letter of September ninth. I mailed you a letter yesterday to your Washington address.

I am keenly interested in your offer; however my work as Jeanes teacher in Santa Rosa County begun last week. It will take at least ten days to get an honorable dismissal from my present position, and I am willing to do that if you really want me.

Please advise me as to the phase of home economics work you want me to take charge of. My graduate certificate only covers work through the tenth grade. It has never been necessary to have my certificate changed; eventhough I am holding a degree.

My three years at Bethune-Cookman College were very pleasantly spent, and I will be happy to serve you again.

Respectfully yours,

Sadye E. Pryor

Sadye E. Pryor

Reply to:
S. E. Pryor
611 West Jackson Street
Pensacola, Florida

get [illegible]
[illegible]
[illegible] cert. [illegible]

Eloise:
Application for
English

personnel

Milledgeville, Georgia
P. O. Box 139
September 30, 1938

Dr. Abram L. Simpson
Bethune - Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Dr. Simpson :

I presume that you are about ready to begin another term. I trust that you and family are witnessing the very best of health.

Dr. Simpson, I am expecting to receive my A.M. degree next summer from the English Department of Fisk University. This letter is not an application for a position as teacher in your school, but if there should arise a vacancy in the English, or some other allied department, I would appreciate being considered an applicant.

Your administrative duties, I am sure, keep you very busy, but certainly, I would appreciate a letter from you at your earliest convenience.

With best wishes, I am,

Yours respectfully,
Arthur Young

P.S.

The subject of my thesis is:
"Subject-Matter and Technique of Essays by Negro Authors".

I would like to treat some of your essays from the point-of-view above.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Appli. folder

1842 Nineteenth Street
Ensley, Alabama
November 3, 1938

Dr. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I attempted to get a fellowship through Fisk University to attend school there, but I waited too late to begin. I am asking if you will please consider me as an applicant for a fellowship to attend a university 1939-1940. States that do not have universities are suppose to have set aside funds to help those who go to universities. If this state has such a fund, then all support would not have to come from one source. I also would that you get it for me as I do not know the procedure. I do not know that it has such a fund.

I graduated from high school, junior and senior college at The State Teachers College, Montgomery, Alabama receiving a B.S. Degree May 1937. I am one of the honor students of my class also earned the highest average in my department - science. I hope to continue it. I have with me my official transcript which I shall be glad to send you upon your request. One is also at Fisk University.

I have had much experience in office work as I worked in the Registrar, Extension and Financial Offices doing all types of work. I worked throughout my college career.

I am a member of two outstanding organizations: Delta Sigma Theta and Tau Sigma Rho Scientific Society.

My health is very good, five feet eight inches tall, weigh 170 pounds.

If you wish to have my record from the college which I graduated, write to Mr. J.T. Brooks, Recorder, The State Teachers College, Montgomery, Alabama.

Please send me some type of reply by the 15 of this month as I am not sure of being here all of the month.

PAGE(S) MISSING IN ORIGINAL

Please acknowledge application

BETHUNE-COOKMAN COLLEGE
ARCHIVES

373 Fowell Street
Providence, Kentucky
November 28, 1938

Miss Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

My dear Miss Bethune,

I am writing to place my application with you in case there is a vacancy in your school.

I hold a Bachelor of Arts Degree from Kentucky State College, Frankfort, Kentucky with a major in English and a minor in History and Government. I have completed the required work for the Master of Arts Degree at Fisk University, Nashville, Tennessee. I expect to finish work on my thesis this spring. I have also completed the course in Library Science offered at Fisk.

The following persons have permitted me to use their names as reference:

Dr. L. D. Turner
Head of English Department
Fisk University, Nashville, Tenn.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Prof. L. N. Taylor
Department of Education
Frankfort, Kentucky.

Prof. E. R. Ward
Supt. of City Schools
Providence, Kentucky.

I shall be glad to furnish any information you desire.

Yours truly,
(Miss) Martha H. Nickolls.

Teacher and Staff Applications 1939

187

COPY

UNITED STATES SENATE
Committee On
Public Buildings and Grounds

Washington, D. C.,
January 3, 1939

TO WHOM IT MAY CONCERN:

The bearer of this letter, James Ol Soders, whose present address is 749 Girard Street, Washington, D. C., advises me he is seeking employment in his chosen field, having had high school, college and university training in education and music. He is a native of Marlin, Texas, attended the public schools and college in that state and later studied at the University of Chicago and obtained a Master's degree from the Chicago Conservatory. He bears excellent letters attesting his experience and proficiency and I am glad to commend him for careful consideration by anyone to whom he may apply for a position.

Sincerely,

TOM CONNALLY (signature)
Chairman.

COPY

FRANK R. BECKWITH
Attorney - at - Law
215 Indiana Avenue
Indianapolis, Indiana

January 16, 1939

Gentlemen:

The bearer of this letter is Mr. James Oliver Soders, whom it has been my profound pleasure to know for several years.

Mr. Soders has a splendid record in the fields wherein he has served, among which are the Chicago Park Board, the Agricultural survey Bureau of Chicago, the Psychiatric Division of Juvenile Schools,and the Chicago City Traffic Bureau.

Mr. Soders has wrought well in the training which he has attained in the field of music, and I cheerfully recommend him as being well worthy of any consideration which you might show him.

Very sincerely yours,

Frank R. Beckwith (signature)

appli

Agriculture
(Important)!

Burbank, Florida
January 21, 1939

Dear Mrs. Bethune,

After having been notified by one of the Agricultural men of Florida A. and M. College, that I had been recommended for the position as agricultural instructor and farm operator in your school, I am applying for the job, if you will permit me.

I received my training at the Florida A. and M. College, Was raised on a farm, have worked in every department of the farm at the State College, and am now operating a small farm, and teaching in the rural section of my home County. (Marion)

If you are desirous of further information I will gladly send it to you.

Very truly yours,
Thomas T. Baldwin

Acknowledged

Millbrook, New York
January 30, 1939

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Fla.

Dear Mrs. Bethune:

This letter comes as an application for a position om your staff, in the event, you have a vacancy or anticipate one in the near future.

I am thirty-five, a degree graduate of Springfield College, Springfield, Mass., and the Atlanta School of Social Work, Atlanta, Ga.

My experience has been with Fessenden Academy, Fessenden, Fla., 1924-28; Butler St. YMCA Atlanta, Ga., 1928-29; Morris Brown College, Atlanta, Ga., 1929-32; Federal Emergency Relief Administration of Georgia, Macon, Ga., 1933-36 and Beda-Etta High and Commercial School, Macon, Ga., 1936-38.

I have had special training in and am prepared to instruct, History Social Science, Social Work, Commercial Arithmetic and Law, Basket Ball, Base Ball and Track. My experience covers the above subjects and I have served as, Dean of Faculty, Dean of Men, Senior Case Worker, Boys' Work Secretary, Physical Director and Head Camp Counscellor.

Therefore, if elected, I am confident that I can render valuable service to your institution.

I am pleased to submit the following as references: Prof. J. M. Moore, Dept. of Languages, Virginia Union University, Richmond, Va., Mr. Jesse O. Thomas, Southern Field Director, National Urban League, 250 Auburn Avenue, N. E. Atlanta, Ga., Dr. W. J. Faulkner, Dean of Men, Fisk University, Nashville, Tenn., Mrs. Georgia N. McArthur, Director, Crisp County Dept., of Public Welfare, Cordele, Ga., Miss Frances Steele, Director, Division of Children's Assistance, State Dept. of Public Welfare, Atlanta Ga.

I shall be glad to transfer these facts to your formal application blank, should you send one.

With many thanks for your immediate consideration, I am

Very truly yours,
Millard S. Duncan
Millard S. Duncan.

1263 Steele Court
Jacksonville, Florida
January 30, 1939

Mrs. Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

Again, I am taking definite steps towards getting a teaching position in Duval County.

I have been told that there will be a vacancy in the College Park School soon. This school serves as the laboratory school of Edward Waters College. Being acquainted with this type of work I believe I could do a good job if given a chance.

Will you please write the superintendend, Mr. R.C. Marshall, and the supervisor of Negro schools, Mr. R. A. Vinson, stating my qualifications as a teacher of a practice school?

I will greatly appreciate whatever you do to help me. I am very anxious to get a permanent job here so that I can go to a university this summer and further my training. I want to be prepared to continue my work at the Keyser Practice School when it reopens.

I am wishing you continual success in the great work you are doing for the youths of our race.

Respectfully yours,
Alma Wynns Bennett

Send acknowledgment

2009 Twelfth Street, N.W.
Washington, D.C.
February 5, 1939

Dr. Mary MacLeod Bethune
Bethune-Cookman College
Daytona Beach, Fla.

My dear Madam:

I wish herewith to file my application for a position as instructor in the Social Science department of the Bethune-Cookman College.

I am a graduate of Howard University with an A.B. degree in Education, received June, 1937. At present I am a candidate for the degree Master of Arts in History, expecting to receive same upon the completion of my thesis. I have also taken special courses in social case work at George Washington University, Washington, D.C.

I am a young woman of twenty-four years; height, five feet one inch; weight, one hundred twenty pounds; do not smoke or imbibe alcoholic spirits; marital status, single; my character is unquestionable.

With regard to my experience, I have served as substitute teacher in Junior and Senior High Schools of Washington, D.C., for two years: 1937-39. In addition to teaching experience, I have worked with welfare agencies of Washington investigating cases of destitute families with the aim of alleviating their condition. I served also on the staff of the Southeast Settlement House, a part of the District Recreation Service.

Extra-curricular activities: These activities have been chiefly of a religious character; womens' organizations and director of girls' clubs. I am a teacher in the Sunday School of St. Luke P.E. Church; member of the Y.W.C.A.; member of the Howard University branch of the International Fellowship Council, an organization for the betterment of inter-racial understanding through Christian principles; and a member of the National Youth Conference, an organization for the betterment of youth.

Dr. Bethune.

If further information is desired, please feel free to refer to the following individuals:

Dr. Charles H. Wesley
Dean, Graduate School
& Head of History Department
Howard University
Washington, D.C.

Prof. E.O. Knox
Professor of Education
Howard University
Washington, D.C.

Rev. J.E. Elliott
1618 Tea Street, N.W.
Washington, D.C.

Mr. Walter L. Smith
Principal, Dunbar High School
Washington. D.C.

Thanking you for your kind consideration of this letter of application, I am

Very cordially yours,
Clara Pauline Chaney
Clara Pauline Chaney.

Acknowledge

27 W. 129 Street
New York City
February 7, 1939.

Dr. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida.

My dear Madam:

I am desirous of securing a position as teacher of health education for the coming year 1939 ' 40. I have a B. S. and M. A. degree in this field from Teachers College, Columbia University.

Your consideration of this application will be greatly appreciated. I will be glad to furnish any additional information that you may desire.

Trusting that I may hear from you soon, I am

Yours truly,
Ashton C. Kitchens

Send acknowledgment

1122 Fayette Street
Indianapolis, Indiana
February 8, 1939

Dr. Mary McCullon Bethune
Bethune Cookman College
Datona Beach, Flordia

Dear Dr. Bethune:-

I apply for a position in the division of Music.

Qualifications bearing record of scholastic ability and achievement are: Graduate of Booker T. Washington High School and Matthew-Czerny Studio of Technical Music, Marlin, Texas; Bachelor of Arts degree, Prairie View A. & M. College, Prairie View, Texas; Completion of Bachelor of Music and grant of Master of Music degree, Chicago Conservatory, Chicago, Illinois; Student of Bishop College, Marshall, Texas, and Chicago University, Chicago, Illinois.

A short outline of course of study:

- Major Subjects
  - Musicology
    - Training & Directing
      - Voice
      - Chorus
      - Choir
      - Orchestra
    - Theory
      - Harmony
      - Form + Analysis
      - Counterpoint - Canon + Fuga
    - Piano
    - Composition
    - Instrumentation
    - Orchestration
  - Education
    - Orientation
    - Introduction
    - Principles of Sec. Edu.
    - High School Methods
    - Adol. Psychology
    - H.S. Practice teaching
    - Rural Methods
    - Methods in Physical Edu.
    - Music Edu. + Prin. of teaching
    - Religious Education
- Minor Subject
  - French
  - English

Record of experience and service is indicated in the following: The Chicago Park Board, The Agricultural Survey Bureau of Chicago, The Psychiatric Division of Juvenile Schools, The Chicago City Traffic Bureau, and one hundred hours of observation and supervised practice teaching. I hold a Texas permanent High School Teachers Certificate and a Certified Teachers License from the state of Indiana. I have secured memberships with: The Alpha Phi Mu Honor Society, The Music Teachers National Association, The National Association of Teachers Agencies, and The Baptist form of religeon.

For a greater knowledge of my character contact:

Edgar Nelson, President Chicago Conservatory, Chicago, Illinois.
Cecil M. Smith, Graduate Counselor of Chicago University, Chgo. Ill.
T. O. Walton, President of A. & M. Colleges, College Station, Texas.
J. J. Rhodes, President Bishop College, Marshall, Texas.

I thank you for any consideration given my application and in the event I should be chosen as part of your faculty I pledge worthy, dutiful, and serviceable to its cause as professed.

Should you desire, I will be pleased to mail or interview you with original materials attesting contents of this letter.

Yours truly,
J. O. Soders

Send acknowledgment

553 Aurora Avenue
St.Paul,Minnesota
February 10,1939

Bethune Cookman College
Mrs.Bethune,President
Daytona Beach,Florida

My dear Mrs.Bethune:

This letter is to recommend for your consideration Miss Mildred Brooks a St.Paul girl in whom we are very much interested.

Miss Brooks is a very capable stenographer and secretary. She has poise and efficiency which makes her an asset in a school office.

The Northwest is a very difficult place for our girls to find employment and for this reason I am writing you, perhaps you might know of other opportunities beside your own school. Mildred is an excellent detail person. To me that is always an advantage.

She wants to leave Minnesota and go where she will at least be exposed to opportunities which do not exist out here.

I sincerely hope that some where in your organization you can use Miss Brooks, her address is 770 St.Anhtony Avenue,St.Paul, Minnesota. Please write her for further details about herself if you are interested.

Any consideration you give this matter will be considered a courtesy.

Very truly yours,

I. Myrtle Carden

I.Myrtle Carden - Director
Hallie Q.Brown Community House

IMC/hb

Hamburg 20, Germany, Rosenbrook 10a
February 11, 1939

Acknowledge
receipt copies
foreign of
recommenda.

Mrs. Mary M Leod Bethune,
Bethune-Cookman College
Daytona Beach, Florida.

Dear Mrs. Bethune,

Many thanks for your letter of December 27,1938 with the kind hint, that you will keep my application in mind.

Miss Louisa Jacob, an American Quaker-Friend, advised me, to send you some references about my work. So I enclose them hereby. If you should want the examination-certificates too, I shall have them translated as well and forward them to you. Their marks are "very good" and " good".

Thankfull for your good-will

yours sincerely

Clara Robinow

Clara Robinow

We the undersigned, John Desmond Davis, by profession Sub. Manager of the Standard Bank of South Africa, Ltd., Hamburg, Germany, and Anna Amanda Davis, née Wehrhahn, his wife, hereby affirm that they have received the following confidential information orally from the applicable source concerning Clara Robinow, Hamburg, who from 1st April 1929 to 31st July 1933 was a member of the fulltime teaching staff at the "Realschule und Deutsche Oberschule für Mädchen auf dem Lübeckertorfeld", Hamburg:

Miss Clara Robinow is all round a very good teacher, very painstaking and conscientious, with special capabilities in Geography and Biology. She has a very good psychological understanding for the children under her care and gets on very well with their parents.

(It is not possible, in the special circumstances prevailing here, to obtain a written, official testimonial in this connection.)

Hamburg, 10th February 1939

John D Davis.
Anna Davis

Send acknowledgment

The Fort Valley Normal & Industrial School
Fort Valley, Georgia
February 13, 1939

Mrs. Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I am interested in securing a job teaching handicraft in your school during the summer session. If you have such a position kindly consider me as an applicant.

I will graduate in June with a Junior College diploma. In addition to my Professional Certificate in literary work, I shall also have a certificate in handicraft.

Concerning my scholastic standing and ability in handicraft, may I refer you to Dean Aaron Brown and Mrs. H. J. Walden, Fort Valley Normal and Industrial School, Fort Valley, Georgia.

Thank you for whatever consideration is given me. With best wishes, I am

Your very truly,
(Miss) Addie Lee Mathis
(Miss) Addie Lee Mathis

Hampton Institute
Hampton, Virginia

February 15, 1939

File in "Special Service Applica." folder

Mr. Merrill J. Holmes, Secretary
Educational Institutions for Negroes
740 Rush Street
Chicago, Illinois

Dear Sir:

The alarming scarcity of young men specifically trained for college business administration had caused me to interest myself in this field. Will you please consider me an applicant for any position which will allow me to continue in this field.

I understand that it will be necessary for a person to have a college degree and some practical experience in college business administration to qualify for a position in the business organization of an educational institution.

I received a Bachelor of Science Degree in Business Administration from Hampton Institute in 1938. During my under-graduate years, I worked as bookkeeper in the Agricultural Division of the Institute. It has been the policy of the Treasurer's Department at Hampton Institute to retain a graduating business student for a year of practical experience in college business administration. I was fortunate in being selected from last year's class as the person to remain for that experience. Since graduating, I have been working in the Treasurer's Office under the personal supervision and direction of the chief accountant. My work in the Agricultural Department, during my stduent days, placed me in daily contact with the Treasurer's Department, so when I was selected to work there it was not difficult for me to accustom myself with the various phases of the important work which is the responsibility of the Treasurer's Department at any educational institution.

With the consent of Mr. Robert Ogden Purves, Treasuser, and the guidance and experience of Mr. Don A. Davis, Chief Accountant, I have been allowed to work at every position in the Treasurer's Office. Thanks to Mr. Davis, I gained what I consider valuable experience in budget preparation, operation and control, accounting and preparation of financial reports, endowment income and investments, inventories, purchasing, supervision of finances of student organizations, and accounting and management of funds. I have spent considerable time on student accounts, the voucher register, and I have also become experienced with the cashier's work.

I have thoroughly enjoyed this work and any opportunity to pursue it further, I earnestly desire.

As to my character and ability I refer you to Mr. Robert Ogden Purves, Treasurer, Hampton Institute, Hampton, Virginia; Mr. Don A Davis, Chief Accountant, Hampton Institute; National Negro Business League Executive Secretary; Miss Florence Henderson, Pastor's Assistant, Second Congregational Church, Holyoke, Massachusetts; Mr. Lee Wilson, Secretary Peoples Building and Loan Association, Hampton, Virginia, and Auditor, National Negro Business League; Mr. Elden S. Moberg, Director, School of Agriculture, Hampton, Virginia; Miss Ethel C. Buckman, Acting Director, School of Business; and Mr. Paul G. King, Business Manager, Voorhees Institute, Denmark, South Carolina.

A personal data sheet is enclosed and I shall be glad to furnish you with such other information as you may desire.

Yours sincerely,

(signed) Burnett A. Little

WELFARE COUNCIL
OF NEW YORK CITY
44 EAST 23RD STREET
ALGONQUIN 4-5500

ROBERT P. LANE, EXECUTIVE DIRECTOR

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LILLIAN D. WALD
SECRETARY
GEORGE J. HECHT
CHAIRMAN, EXECUTIVE COMMITTEE
HOMER FOLKS

Acknowledged

Thank him
for letter.
We will give
all possible
consideration
to Miss Todd
as we make up for
our faculty
1939-40

February 15, 1939

Mrs. Mary McLeod Bethune
National Youth Administration
1435 G Street, NW
Washington, D.C.

My dear Mrs. Bethune:

Miss Eleanor J. Todd of Burlington, New Jersey has asked for the privilege of using my name as a reference in an application that she is making to teach at Bethune-Cookman College. I feel so strongly about Miss Todd's capabilities that I am taking the initiative by writing this letter myself, hoping that it may help her chances of obtaining a situation at Bethune-Cookman.

I have known Miss Todd for the past six or eight years and have watched her with sympathetic interest in her struggle to finish her art education. She lives in a small town where she has had almost no encouragement and plenty of discouragement. The fact that she has perservered in finishing her studies is indication of her self-reliance and courage. I have heard high praise of her abilities as an artist and as an art teacher and I know that she has rendered signal service in the adult education program of her town.

She is the kind of young woman who inspires admiration and respect and I do not hesitate to give her unqualified endorsement for any position for which she applies.

Very sincerely yours,

L. B. Granger

Lester B. Granger, Secretary
Standing Committee on Negro Welfare

Eloise L.

415 Collins, St.
Snow Hill, Md.
Feb,17, 1939.

President
Bethune-Cookman College
Daytona Beach, Florida

My dear President:

Like many graduates perhaps, I am looking for work. I have very recently graduated from Temple University's Graduate School in Education, with a major in Home Economics, and a minor in Social Group Work. My B.S. degree was earned at Virginia State College for Negroes. I have taught two years in high school.

I am twenty-four years of age, weight, one hundred and twenty pounds,height, five feet and three inches, health. excellent, religion, brought up in a Methodist parsonage. My father is a member of the Delaware Conference.

I should be glad to make application for a teaching position in your school, in connection with any vacancy which may now exist, or which may occur in the future.

A complete set of my credentials may be obtained from The Educational Placement Bureau of Temple University, Philadelphia, Penna. I am,

Sincerely yours,

Jessie L. Sawyer

L.

Elsie

acknowledged

523 Highland Road
Ithaca, New York

February 17, 1939

President Mary McL. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear President Bethune:

I wish to make application for a teaching position in your department of Education or History during the summer term of the regular school term of 1939-40.

My undergraduate work was completed at the Agricultural and Technical College in Greensboro, North Carolina. My major study at the A. and T. College was History with a minor in Education. I received the Master's degree from Cornell in June 1938. My major work at Cornell is Secondary Education with minors in Rural Education and Administration. During the first term of the 1938-39 school year I have been doing special work in German in order to meet the language requirement for the Ph.D. degree. At the end of the present term I shall have completed two full years of graduate work beyond the B.S. degree.

I have had five years teaching experience. For two years I served as classroom teacher and coach at the Thomasville High School, Thomasville, North Carolina. At the end of the second year I was elected principal of the Thomasville High School, which position I held until I resigned to take up graduate work here at Cornell University.

The Bureau of Educational Service here at Cornell will be very glad to present you with credentials relative to my training, character, and qualifications. This information may be secured by writing directly to the Bureau or I shall be very happy to have the Bureau send the information to you.

I shall appreciate any consideration you give this application.

Very truly yours,

Earl H. McClenney

Earl H. McClenney

Sent Acknowledgment

44 West Pearl Street
Burlington N.J.
February 22, 1939

Bethune Cookman College
Daytona, Florida

My Dear Mrs. Bethune:

I would appreciate you considering me as an applicant for a position in your school should a vacancy occur in the Art Department preferrably, although I couldn't possibly reject any other position that my education has fitted me for.

I am a graduate of the Burlington High School, 1930, a graduate of the Fine Arts Department of the School of Industrial Arts, Trenton, N.J. (1932-1936) and have completed Extension Courses in the following subjects at Rutgers University New Brunswick, N.J.

Practices and Principles of Elementary Education (36-37)
Nineteenth Century English Literature (36-37)
Principles and Techniques of teaching in Secondary Schools (1937)
Educational Psychology (1937)
Industrial Arts for Classroom Teachers from State Teachers College, Trenton N.J.

I am capable of assisting with Dramatics, Craft Work, Interior Decoration, and Club work. I have taught Arts and Crafts in the Schools of Burlington County for a year and have taught Adult Education for a year and a half to date. (Under W.P.A. Supervision)

I should like to offer as a reference as to my character and ability, Mr. Lester B. Granger, Executive Secretary of the New York Welfare Council of 44 E. 23rd. Street, New York City, N.Y.
Mrs. Louise Hayling of 110 Spring Street, Trenton N.J.
Mr. Roy C. Kneeland, Instructor, School of Industrial Arts Trenton N.J.
Mr. Howard Lewis, Assistant Treasurer of Mechanics National Bank, Burlington N.J.
Mr. Frank F. Fredericks, Director School of Industrial Arts West State St. Trenton N.J.

Thanking you in advance for any consideration that you may give this matter.

Yours truly,
Eleanor Jones Todd

Acknowledge

8 Northumberland st.,
Toronto, Ont.,
Feb. 23, /39.

Mrs. M McLeod Bethune,
Bethune-Cookman College
Daytona Beach, Fa.

Dear Sir:-

If a man is to serve the institution to which he belongs, he must bring scholarship and energy. And it is in this belief that I submit myself as a candidate for your teaching staff.

Education: I received my secondary education in the Collegiate System of Ontario. This course included studies in French, Latin, Mathematics, Science and History.

I attended the University of Toronto, enrolling in an Honour Science course, and graduating in 1935. As an undergraduate I received training in Zoology, Botany, Mathematics and Physics and in my senior years I specialized in Physics and Chemistry.

In 1936 I received my Master's degree in Chemistry.

During 1937 and 1938 I continued work in Chemistry proceeding to a Doctorate. I was also in this period an instructor in laboratory classes.

I belong to the professional association the "Canadian Institute of Chemists."

Activities: As an undergraduate I was interested in oriental history and belonged to the historical society of the University.

Another activity which occupied a considerable amount of my leisure time has been along the lines of Study Group work and work in organized outdoor activities, such as Summer Camps and Naturalist Groups. I might say I have considerable field experience in the last named endeavour.

In my own field I have published scientific papers in the technical Chemical Journals, and have been connected with private companies on special problems.

Naturally I am seeking a location in Chemistry and Chemical Engineering. However I would be pleased to consider an offer in Mathematics or General Science.

If, Sir, I have been able to sustain your interest in this matter I would be happy to go into more detail concerning my work.

Yours very truly,

S. O. Thompson

S. O. Thompson.

Please acknowledge

225-15 Ave. No.
Nashville, Tenn.
March 1939

Dear Sir:

This letter is to file my application with you for a teaching position, if there is one available, in your school.

I have a B. A. degree, Fisk University, "30" and five years of successful teaching experience in standard high schools of Tennessee. My major is in Business Administration. Can also teach Education, English, German, Economics, Music, (instrumental and vocal) and Religious Education as I have sufficient hours in each to enable me to do so.

Moreover, I ahll be willing to call to see you for a personal interview if you desire. I am 34 years old, single and five ft. six inches in height.

If you wish a transcript of my credit, or references write to me and I will have them forwarded to you immediately.

Trusting you will give this letter whatever consideration it may merit, I remain

Respectfully,

J. J. Hewlett

JH:AH

We do not have regular application forms. We appreciate her statement of qualifications and will file letter.

Acknowledged

2001 West Fifth Avenue
Pine Bluff, Arkansas
March 3, 1939

Mrs. Mary Bethune
Bethune- Cookman College
Daytonia Beach, Florida

Dear Mrs. Bethune:

Kindly send me an application blank in order that I may apply for a position as instructor in the French (and English) department of Bethune-Cookman College.

June 6, 1938, I graduated from the State University of Iowa, Iowa City, Iowa, to receive the Master's degree in French, with minor interests in English and Spanish. While there I was elected to Phi Sigma Iota, National Honorary Romance Languages Society. I am also a member of the John Hope Honor Society of Arkansas A.M.&N. College, Pine Bluff, Arkansas, where I received my B. A. degree in French, June, 1936. I have had one year's teaching experience.

I shall be glad to furnish references and give further particulars in the application blank.

Yours very truly,
(Miss) Versa O. Means
(Miss) Versa O. Means

Acknowledged

General Delivery
Burkeville, Virginia
March 3, 1939

President Mary M. Bethune
Bethune-Cookman College
Dayton Beach, Flordia

Dear Mrs. Bethune:

Please consider me an applicant for any position you may have a possible vacancy pertaining to commercial work for the summer school session or the regular school term 1939-1940.

I received my Bachelor of Science in commerce degree from the North Carolina College for Negroes, Durham, North Carolina, June 1937. I now hold a North Carolina grade "A" high school teaching certificate and a Virginia Collegiate Professional certificate. I am eligible for similar certification in the following states: South Carolina, West Virginia, Maryland, Georgia and Flordia.

During the school year 1936-1937, I acted as assistant Registrar at the North Carolina College, Durham, North Carolina where I gained some very practical experience. At the end of the current school year, I will have had two (2) years of teaching experience and six months of secretarial training experience.

For the past two years, I have been employed as teacher of commercial education at the Ingleside-Fee Institute. During the summers of 1937-1938, I acted as secretary to the Pastor of the First Baptist Church, Roanoke, Virginia.

I am twenty-four years old, single, 5ft 6in. tall, weigh 150 pounds and in perfect health.

Whatever consideration you find possible to give my application will be greatly appreciated.

References will be furnished upon request.

Thanking you in advance for an early as well as a favorably reply, I am,

Respectfully yours,

Gladys C. Pointer

Gladys C. Pointer

After May 31, 1939

Gladys C. Pointer
305 Third Street North East
Roanoke, Virginia

Application

Graduate Women's Club
124 Prospect Street
New Haven, Connecticut
March 5, 1939

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

Your outstanding career has inspired me to work among Negroes. Will you kindly consider my qualifications and experience for an opportunity for employment in research or the teaching of the social studies in the field of youth or adult education.

In June I shall have completed one year's work toward the master's degree at Yale University, where I am enjoying a university fellowship in the Division of General Studies with a view toward work in adult education. I completed the requirements for the bachelor of arts degree at the University of Iowa,1937. There my major interests were in political science and education.

My employment experience includes secretarial work in the Des Moines Public Forums for several months, 1933-1934; two years in the city assessor's office, Des Moines; NYA employment as a stenographer for Dr. C. H. McCloy, Head of Graduate Department of Physical Education, University of Iowa, Iowa City, Iowa; WPA work as playground supervisor in Fort Dodge, Iowa, during the summer of 1938. In the South I worked as a stenographer at Prairie View College, leaving there for an opportunity to do part-time teaching at A.M. & N. College, Pine Bluff, Arkansas.

References include Dr. Alvin Johnson, Director of the Division of General Studies, Yale University, my advisor.

Also, I refer you to Dr. Benj. F. Shambaugh, Head of the Department of Political Science, University of Iowa, Iowa City, Iowa; Professor Hans Kohn, Smith College, Northampton, Massachusetts; and President J. B. Watson, A. M. & N. College, Pine Bluff, Arkansas; as well as Dr. C. H. McCloy mentioned above.

Respectfully,

Lucille Baker

(Miss) Lucille Baker

Enc.

We will not need teacher
'summer school'
[illegible]
reg. session

Appli. file

Box 416
Tuskegee Institute,
Alabama
March 10, 1939

Mrs. Mary McL. Bethune
Bethune Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

I am very interested and desirous of teaching Home Economics in your summer session.

At present I am employed by Tuskegee Institute in the regular term as Master Teacher of Home Economics at the Chambliss Children's House, laboratory school, on the Institute campus, where work in Home Economics is taught in grades four through eight. It is through this laboratory school that practice students working for their degree of Bachelor of Science in Home Economics work under my supervision. My particular interest in this work for summer is that most teachers studying in this field in summer sessions are persons who deal with such problems as I have had special experience and training in, and for which I think I can present a most helpful course.

My other specialties are instruction in catering, which includes table setting and service and the independent handling of small and large private and public parties, special pastries such as cakes for the occasions mentioned, weddings, etc. I have also done special work in the teaching of school lunches.

I have had quite a bit of training in physical education, especially interpretative dancing for which I have also a sufficient knowledge of music to furnish accompaniment as needed for classes in this field.

I hold a certificate in Stenography from Tuskegee Institute and can use a typewriter.

I am listing below my educational qualifications for the above work:
High School Diploma - Tuskegee Institute
Diploma Stenography - Tuskegee Institute
Junior College Diploma in Home Economics - Hampton Institute
Bachelor of Science Degree in Home Economics - Tuskegee Institute
Graduate work in Home Economics Education towards M. A. Degree - Iowa State College

I have permission to refer you to Mrs. O. W. Pearson, Director of Teacher Training in Home Economics, Tuskegee Institute; Dr. W. T. B. Williams, Vice President, Tuskegee Institute, Mrs. Dorinda M. Fair, Principal, Chambliss Children's House, Tuskegee Institute; Miss Susie A. Elliott, H.E.Director, Tuskegee.

Yours respectfully,

Arnena E. West

Arnena E. West

Please acknowledge

Box No. 8,
Westover, Md;
April 7, 1939.

President Mary McLeod,
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Madam:

You will recall that last year I communicated with you in regards to a teaching position. At the time of my writing there was nothing available. I am still desirous of work in your school and wish to be given consideration the ensuing year. No doubt you have in your files my application from last year in which my physical and educational qualifications are given, for that reason I will not take your time to repeat.

An early reply will be appreciated in order that I may know what disposition to make of my present position.

Respectfully yours,
O. C. Saulter
O. C. Saulter.

Please acknowledge

Truth Hall
Howard University
Washington, D.C.
April 10, 1939

President Mary McCleod Bethune
Bethune Cookman College
Daytona Beach, Fla.

My dear President Bethune,

If you should have any need for a teacher of Education, Latin or English on your faculty during the 1939-40 session, I should appreciate your consideration of me as an applicant.

I was graduated from Howard University last June (1938) with the degree of Bachelor of Arts in Education, cum laude. As an undergraduate I majored in Latin and minored in English and German. At present, I am a scholar in the Graduate School of Education at Howard University, and am pursuing courses toward a master of Arts degree in Education. I am interested especially in the personnel aspect of Education.

For references concerning my qualifications I may refer you to the following:

1. Professor Doxey A. Wilkerson
   Department of Education
   Howard University
   Washington, D.C.

#2
April 10, 1939

2. Dean Charles H. Thompson
College of Liberal Arts
Howard University

3. Reverend Howard Thurman
Howard University
Washington, D.C.

If you should desire a transcript of my collegiate record, or more detailed personal data I should be glad to provide them.

Very truly yours,
(Miss) Rachel T. Weddington

Permanent Address (after June 10, 1939)
609 N. Indiana Avenue
Atlantic City, N.J.

Please acknowledge

Santa Monica Calif.
April 12, 1939.

Mrs. Mary Bethune:-

Dear Mrs. Bethune:-

I am applying for a position in the Bethune Cookman College.

Am Mabel Fountz the Nurse that Came down from Fort Valley with the foot ball team several years ago.

Thank You.

Sincerely Yours.
Mabel Young.
St. Catherine's Hospital,
Santa Monica Calif.

Please
Send
acknowledgment

Florida A. & M. College
Tallahassee, Florida
April 12, 1939

Mrs. Mary McLeod Bethune
Negro N. Y. A. Administrator
Washington, D. C.

Dear Mrs. Bethune:

Please consider me an applicant for any opportunity that you may have in your school system for an instructor of music.

I am expecting to graduate in May from the Florida A. & M. College with a major in music and a minor in English.

I have had experience as student assistant in band, choral and piano work at the Florida A. & M. College. I have also headed a band group of my own in Jacksonville, Fla.

As to my ability and character, I refer you, by permission, to Mr. J. H. Brown, head of the music department at Florida A. & M. College and to Mr. L. A. Kirksey, band director at Florida A. & M. College.

Please inform me as early as possible concerning my possible chances for any such position.

You may reach me here at the above address until May 26, 1939; afterwards, you may reach me at 713 west 8th street, Jacksonville, Florida.

Yours truly,
Alvin J. Downing
Alvin J. Downing

Please acknowledge

Box 303
Adel, Georgia
April 12, 1939

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

This comes to apply to you for work in the Department of Education during the summer session this year. I am a graduate of Spelman College, Atlanta, and have completed the graduate course in elementary education at Atlanta University.

Upon graduation from Spelman, I taught in the elementary schools of Winston-Salem, North Carolina, and in the rural schools of Brooks County, Georgia. Since completing the work at Atlanta University, I have worked as Jeanes Teacher in Clay-Quitman Counties, Georgia, and in Cook-Berrien Counties, where I am now working. In the field of Education, I am interested mainly in rural schools and teachers.

I was born in Lakeland, Florida, and am thirty-one years of age.

For references I offer Mr. Robert L. Cousins, Director of the Division of Negro Education, State Capitol, Atlanta; Miss Hattie V. Feger, Instructor, Department of Education, Atlanta, University; Mr. G. J. Van Buren, Principal, Cook County Training School, Adel, Georgia.

I shall appreciate your kind consideration of my application, and I hope that I can be able to serve you.

Yours very respectfully,

(Miss) Thelma B. Brown

Thelma B. Brown

Please acknowledge

626 Bridge St.
Murphysboro, Ill.
April 13, 1939

President Mary Bethune
Bethune-Cookman College
Daytona, Fla.

Dear Madam:

I wish to make application for a position in your school teaching History.

I am a graduate of Southern Illinois Normal University of Carbondale, Ill. with a degree of Bachelor of Education. My residence work for a Master's degree in History has been completed at the University of Iowa. This summer I hope to finish work on my thesis and receive my degree.

My teaching experience consists of eight years:
Edwardsville, Ill. Elementary Schools
Dew Maine, Ill. " "
DuQuoin, Ill. Twp. High School, History
I am average height and weight and 35 years old.

The University of Iowa Bureau of Recommendations will be glad to forward my recommendations and qualifications to you upon request. You may also refer to the following:
Dr. Bruce Merwin, Head of Teacher Training
Prof. E. G. Lentz, Head of History Department
Carbondale, Ill.
Dr. Henritta Larson, Harvard University
Dr. J. G. Thornton, University of Iowa, Iowa City, Ia.
Mr. J. G. Stull, Principal, High School, DuQuoin, Ill.
Mr. C. C. Jones, Principal, Edwardsville Colored School
Edwardsville, Ill.

Your kind consideration will be appreciated. I will be glad to hear from you.

Very truly yours,

(Miss) Louise M. Jones.

1

Please acknowledge

North Carolina College
Durham, North Carolina

April 13, 1939

Mrs. Mary McCloud Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

If there is a vacancy open in your office department, I wish to be considered an applicant.

I shall graduate with a B. S. degree in Secretarial Training from the business department of the North Carolina College, Durham, North Carolina on June 6, 1939.

I am twenty-one years of age, of Baptist denomination, and feel that I am qualified for a position as stenographer or secretary because of the extensive training afforded me here at North Carolina College.

I have had two years of office experience at the Bankers' Fire Insurance Company, agency, Winston-Salem, and worked four months for Mr. Alphonso Elder, Dean of North Carolina College. At present I am employed as Teachers' Typist.

If you desire information concerning my character and ability as a stenographer, I am permitted to refer you to the following persons:

Miss Cee Vee Harris
Instructor in Secretarial Training
North Carolina College
Durham, North Carolina

Mr. Alphonso Elder
Dean of North Carolina College
Durham, North Carolina

After June 6, you may reach me at 1119 North Cameron Avenue, Winston-Salem, North Carolina. My telephone number is 4254.

Thank you for any consideration shown me.

Yours very truly,
Evna L. Penn
Evna L. Penn

Please acknowledge ✓

State Teachers College,
Cheyney, Penna.

April 14, 1939.

President M. C. Bethune,
Bethune-Cookman College,
Daytonna Beach, Florida.

Dear Sir:

Will you consider me as an applicant for a position in the Department of Education? My training and experience fit me to teach Secondary or Elementary Education, or both, as the situation demands.

At Hampton Institute I received four years training in the materials and methods of teaching in the Secondary School. My graduate work was in the field of Elementary Education. Hampton Institute granted me a Bachelor of Science degree in 1933, and the University of Michigan, a Master of Arts in 1937.

During the first three years (1933 - 1936) in service, I taught Science and several other subjects in a very small rural high school. Since I received the Master of Arts I have substituted at Shaw University and at this Institution. At Shaw, my work was in the Department of Education, and it included regular sessions, extension work and summer school. Here I am working as an elementary teacher in the Demonstration School. This rather varied experience should make it possible for me to give satisfactory service.

References by permission are:-

President R. L. Hill, State Teachers College, Cheyney, Pa.
President R. P. Daniel, Shaw University, Raleigh, N. C.
Record Office, Hampton Institute, Virginia.

Any additional information will be happily furnished.

Yours very truly,

Minnie J. Hall

(Miss) Minnie J. Hall.

MJH:L

Please acknowledge

1327 Hildreth Ave.,
Columbus, Ohio.
April 16, 1939.

Dr. Mary McLeod Bethune,
President, Bethune-Cookman College,
Daytona Beach, Florida.

Dear Dr. Bethune:

I should like to apply for a position on the faculty of your school.

I hold the B.S. in Education (1937) and M.A. in Mathematics (1938) degrees from Ohio State University. My majors were Mathematics and French, with a Social Science minor. I have also passed the Ph.D. foreign language requirement.

Since Sept. 1938, I have been employed as recreation leader and was recently promoted to supervisor of a local community center. Having served as examination grader (N.Y.A.) for the O.S.U. Mathematics Dept. in 1937-'38, I have given private tutoring, with Dept. heads approving, to O.S.U. students (Colored and white) of Mathematics and French. I also edit a news column in the Sunday Columbus Citizen, a Scripps-Howard daily, and belong to Second Baptist Church and social and civic organizations in the community.

I am married, have one son, and will deeply appreciate your consideration. The best of references, a copy of my record, and other information will be supplied upon request.

Very Truly Yours,
Hewitt S. Toney.

Please acknowledg

Shorter Hall
Wilberforce University
Wilberforce, Ohio
April 17, 1939

Mrs. Mary McCleod Bethune
Bethune-Cookman College
Daytonna Beach, Florida

Dear Mrs. Bethune:

Please consider my application for work in your school. I will be a graduate of Wilberforce University with a degree of Bachelor of Science in Commercial Education, June 1939.

While at Wilberforce, I have been engaged in Extra-Curricula Activities, among which are, Y.W.C.A . and Women Self Government Association.

For reference concerning my character and ability, I refer you to:

Prof. James Few
Dept. of Commerce
Wilberforce, Ohio

Dean G. H. Jones
Dept. of Education
Wilberforce, Ohio

Rev. W. H. Ballew
2222 W. Chestnut St.
Louisville, Ky.

Any consideration that you can give me will be more than appreciated.

Respectfully,
Edna Mae Roberts
Edna Mae Roberts

Please acknowledge

1821 Allen Street
Dallas, Texas
April 18, 1939

President Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

I wish to make application for a position as instructor in your school.

I was graduated from Bishop College, Marshall, Texas, with an A. B. degree in education. In 1935, I received the Master of Arts degree in educational psychology from the University of Michigan, Ann Arbor, Michigan.

During the last two years I have been employed at the State Teachers College, Elizabeth City, North Carolina. My work included the teaching of education and kindred subjects.

For information as to my character and ability may I refer you to the Bureau of Appointments, University of Michigan, Ann Arbor, Michigan.

Very truly yours,

Minnie Laurine Turner

731 Tappan Avenue
Ann Arbor, Michigan
April 19, 1939

Dr. Mary McLeod Bethune, President
Bethune Cookman College
Datona Beach, Florida

Dear Madam:

This letter is to inquire whether there might be an opening at Bethune Cookman College, either during the coming summer session or the regular term, for which my training and experience would qualify me as a candidate.

I possess a Bachelor of Arts degree from Livingstone College, a Master of Arts degree in history and political science from the University of Michigan, and have been for two years a doctoral candidate at the University of Michigan concentrating in the same fields. My teaching experience has been of both the secondary and college levels, totaling three years.

Upon request more specific information upon my qualifications can be mailed to you by the University of Michigan Bureau of Appointments and Occupational Information.

References concerning my general character and ability may be obtained from the following:

President W.J. Trent, Livingstone College, Salisbury, N.C.
President R.E. Clements, Atlanta University, Atlanta, Ga.
Dr. R. Clyde Minor, Lincoln University, Jefferson City, Md.
Dr. N.H. Harris, Shaw University, Raleigh, N.C.
J.R. Hayden, Chairman Political Science Dept., University of Michigan.
Prof. L.G. Vander Velde, History Dept., University of Michigan.

Any consideration you might give to me as a candidate for a position at your College would be sincerely appreciated.

Yours truly,

Robert Gill

Please acknowledge

215 Monroe Street
Brooklyn, New York
April 19, 1939

Miss Mary McLeod Bethune
Bethune Cookman College
Daytona Beach, Florida

Dear Madam:

I wish to apply for a position in the Personnel and Education Departments of your institution.

I received my B. S. degree in June 1931 at The Agricultural and Technical College, Greensboro, N. C., and was awarded my M. A. degree in October 1938 at New York University, New York, N. Y., majoring in Personnel and Vocational Guidance. I hold Virginia and North Carolina State Grade "A" Certificates.

I have had six years of experience as teacher of English and History in the Public High Schools of North Carolina, and as Director of Dramatics and Debating. I served as Dean of Girls and Vocational Counselor for four years and Senior Class Adviser for five years.

For information concerning my experience, ability, character and habits, you may communicate with:

Mr. L. R. Best
Principal
Wake Forest High School
Wake Forest, North Carolina

Mr. F. D. Bluford
President
Agricultural & Technical College
Greensboro, North Carolina

Dr. Anna Y. Reed
Professor
Personnel Administration
New York University
New York, New York

I shall be pleased to furnish additional information at your request.

Thanking you for your consideration, I am

Very truly yours,
Minnie E. Johnson
Minnie E. Johnson

Dear acknowledg

APPLICATION FOR POSITION IN INSTRUCTION DEPARTMENT

Allock, Ky., ~~February~~ April 19, 1939

~~TO~~ WHOM IT MAY CONCERN:

I wish to file this application for a position in your instruction department. It is correct and I hope it contains all the information that you may require.

Yours truly,
Burgin Hearld
Burgin Hearld.

Name Mr. Bergin Hearld, Address Allock, Ky. Age 24, Date of birth, Sept. 9, 1914. Place Jackson, Ky. Race Negro. Nationality American. Married Yes. Divorced No. Children None. Dependants One Weight 165. Height 5 ft. 11 in. Complexion Fair. Hair Brown. Condition of health Good. Physical defects None.
I hereby apply for a position as:
Teacher of 1. Biology 2. Entomology 3. Zoology 4. Ornithology
Present position Principal, Higgins High School, Vicco, Kentucky.
Present annual salary, $860.00.
Kind of certificate, Provisional High School Number 11097.
Issued 1937 By Kentucky Board of Education. Expires 1941.

TEACHING EXPERIENCE

School	Location	Dates	No. Months	No. Teachers	Grades-Subjects
Allock Graded	Allock, Ky.	9-35 to 3-36 9-37 to 2-38	13	1	1-8
Higgins High	Vicco, Ky.	9-38 to 5-39	9	8	Sci. & Math.

Total Teaching experience, three years

SCHOOLS ATTENDED

	Name	Location	Dates	Hours	Honors
High School	Lincoln Inst.	Lincoln Ridge, Ky.	1931-1932	20 units	Valedictorian
College	Kentucky State College	Frankfort, Ky.	1932-1937	154	magna cum laude
Graduate	Indiana University	Bloomington, Ind.	2-38 to 6-38	14	

EDUCATIONAL TRAINING

College		Graduating	
Subject	Hours	Subject	Hours
Science	56	Zoology	7
Education	30	Botany	5
Mathematics	13	(English)	2
Social Science	24	TOTAL	—
Language	12		14
Music	3		
English	14		
Recreational	2		
TOTAL	154		

EXTRA-CURRICULAR ACTIVITIES PARTICIPATED IN WHILE IN COLLEGE

Football, Basketball, Tennis.
Science Club .... President 2 years.
Kappa Alpha Psi Fraternity Polemarch 1 year.
Choral Club .... Member (Summer session)
Dramatic Club ....Stage manager 1 year
Thorobred (Student publication)....Sports editor 1 year.
Debating Team ....Varsity 4 years.
Athletic Council....Student representative 1 year.

Summer Address
418 East 8th Street
Bloomington, Ind.

Extra-curricular activities I can direct:
1. Athletics. 2. Clubs (Science. 3 Debating

REFERENCES—
1. M. C. Napier, Superintendent, Perry County Schools, Hazard, Kentucky.
2. R. B. Atwood, President, Kentucky State College, Frankfort, Kentucky.
3. A. C. Kinsey, Professor, Indiana University, Bloomington, Indiana.
4. F. A. Payne, Dean of Graduate School, Indiana University, Bloomington, Indiana.

Faculty Applications
Bethune

Appli.

519 Second Avenue
Daytona Beach, Fla
April 21, 1939

Dr. Mary McLeod Bethune
Director of N. Y. A.
Washington, D. C:

My dear Mrs. Bethune:

I understand that Keyser Practice School will open its doors for the term 1939-40. If so, I would to return, you know my qualification and my ability to serve as a teacher.

I am planning to study again at the Teacher's College, New York and also the World's Fair so that my work will excel the past.

I shall be glad to hear from you at your earliest convenience.

Respectfully Yours,
Katie J. Browne

Not recommended.
Jas A. Bond

Send acknowledgement

6119-30th Street,
Detroit,Michigan,
April 22,1939.

President Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach,Florida.

Dear Madam:

I am interested in making application for a position on the staff of your school either as an instructor, supervisor of maintenance,or in some similar capacity.

I am Cornelius L.Henderson Jr.,a resident of Detroit,Michigan,twenty three years of age,a graduate of the high schools here in 1932,and a graduate of Howard University this past June with the degree of Bachelor of Science in Civil Engineering.

I have had considerable practical surveying and other engineering experience,in addition to my school work,both here in Detroit,Michigan and in Washington,D.C., part of which is as follows:

1. Surveying of Athletic Field and Outdoor Track for the Physical Education Department of Howard University in 1935.
2. As assistant to Prof.Richmond,Engineering Department,Howard University in surveying and taking levels on residential lots in Washington,D.C.

3. As assistant to my father, who is a Registered Civil Engineer in Michigan, in his surveying and landscape work at the Detroit Memorial Park Cemetery, Detroit, Michigan and other contract work.

4. Testing of Building Materials, chiefly the concrete and mortar used in the New Boys' Dormitory at Howard University the summer of 1938.

I would appreciate your kind consideration of my application if there are any such positions on your staff open at present, or if there should be in the near future.

Thanking you for this consideration, I am

Respectfully yours,

Cornelius L. Henderson Jr.

Cornelius L.Henderson Jr.,
6119-30th Street,
Detroit,Michigan.

Please acknowledge

Tuskegee Institute
Alabama
April 24, 1939

Bethume-Cookman College
Daytona Beach, Florida

My dear Mrs. Bethume:

I am herewith applying for a position as a secretary in your college.

Before entering Tuskegee Institute, where I have majored in secretarial work and minored in education, I was graduated from the Pine Valley Grade School in Rodessa, Louisiana, and the St. Peter's Academy in Dallas, Texas. On May 22 I shall graduate from Tuskegee with the Bachelor of Science degree in Business.

I have had practical and extensive experience as assistant secretary to the director of our School of Business and as secretary to our Chaplain. I am engaged in the the latter at the moment.

By permission, I am offering the names of the following persons as reference:

Mr. James A. Johnson
Director of School of Business
Tuskegee Institute, Alabama

Rev. H. V. Richardson
Chaplain, Tuskegee Institute
Tuskegee Institute, Alabama

Mr. M. D. Sprague
Librarian, Tuskegee Institute
Tuskegee Institute, Alabama

In case there are no vacancies available at present in your college and you know of some school interested in employing some one to teach, business subjects if possible, I should greatly appreciate your notifying me to that effect.

I should be glad to supply you with further details concerning my qualifications, experience, health, personality, and ability if you so desire. My address after May 22 will be at Rt. 1 Box 109 Rodessa, La.

Respectfully,
Irene C. Tyson
Irene C. Tyson

Please send acknowledgment

988 Macomb Street
Detroit, Michigan
April 27, 1939

Mrs. Mary McLeod Bethune, President
Bethune Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

A few weeks ago, a Convention of the Progressive Educators of the country met in this city. Through Miss Jane Betsey Welling, Chairman of Art Education of this section, I met Mr. W. Carson Ryan, of the Carnegie Foundation for the Advancement of Teaching. He was interested in the type of work I am doing and advised me to write to you in the hope that you will consider my application for a position as teacher of Art Education in your school system.

My teaching experience covers a period of five years; the first three of which I spent as teacher of Literature, Social Sciences, and as the Senior Class Adviser at the Lincoln High School, Moberly, Missouri; the latter two years I taught Speech in the Y.M.C.A. School in Detroit; I have worked two years as Law Clerk.

I am at present a Graduate Student in Art Education at Wayne University, Detroit; and shall be graduated in late June with a Master's Degree in Art Education. I received a Master's Degree in Speech Education in 1936. During my undergraduate work, I specialized in Literature and History. I have attended summer school at Michigan University, and have spent one summer and one semester in the Graduate School at Western Reserve University.

I am a Christian, and an active member of the Second Baptist Church in Detroit; I am twenty-six years old.

I refer you to the following persons for any references:
Miss Jane Betsey Welling, Art Education Department, Wayne University, Detroit;
Mr. Wayne Claxton, Department of Fine Arts, Wayne University, Detroit;
Dr. Ray Skinner, Department of Speech, Wayne University, Detroit;
Rev. R. L. Bradby, Second Baptist Church, Detroit;
Mr. W. Carson Ryan, Carnegie Foundation for the Advancement of Teaching, New York.

Hoping that you will notify me in the very near future, I remain

Sincerely yours,

Alfred Stevenson

Alfred Stevenson

Please acknowledge

14 Morningside Ave
New York, N.Y.
April 30, 1939

Dear Sir:

I have the honor to apply for a teaching position in your famous college.

I am a graduate of Lincoln University, Pa. and Columbia University, New York, and hold the B.A. and M.A. degrees from these schools respectively. I have also done a year's work at Howard University Medical College.

My fields of specialization are Education, Latin and Chemistry, but can also teach such subjects as Hygiene, Physiology, and Elementary Anatomy.

For further information concerning my qualifications you may write to:

Dr W. L. Wright, President, Lincoln University, Pa.
Dr Frans Boas, Columbia Univ. New York.
Dr Ruth McMurray, " " "
Dr Alain Locke Howard Univ. Washington, D.C.
Dr Numa P. G. Adams " " " "

Hoping that my application may receive every consideration –

I remain
Sincerely Yours
Joseph Schandorf

304 Cascadilla Street
Ithaca, New York
May 6, 1939

President Mary Mc L. Bethume
Bethume Cookman College
Daytona Beach, Fla.

Dear President Bethume:

I wish to make application for a teaching position in your department of Chemistry if there be a vacancy for the year of 1939-40.

I am now attending Cornell University and will receive the Master's degree in Organic Chemistry in June 1939. I received the B.S. degree from West Virginia State College with a major in chemistry and minors in Biology and Mathematics.

I also taught at the Teacher Training School at West Va. State College, Institute W. Va.

For reference as to my work at West Va. State College you may write: Professor Paul J. Moore, Head of Department of Chemistry, West Va State College, Institute, West Va.; Mr. Harry Greene, Head of Department of Education and Supervisor of Teacher Training at W. Va State College, Inst. W. Va.

For reference as to my work here at Cornell you may write the chairman, Dr. William T. Miller, Department of Organic Chemistry, Cornell University, Ithaca, New York.

Thanking you for your consideration I remain,

Yours, very truly

Lincoln I. Diuguid
Lincoln I Diuguid

5500 Brown's Lake Road
Jackson, Michigan
May 7,1939

Dr. Mary McCleod Bethune
Bethune-Cookman College
Daytona Beach , Florida

Send
acknowledgment

My Dear Dr. Bethune:

Please consider me as an applicant for a position in your school.
I have a Bachelor of Arts degree from Greenville College, Greenville, Illinois. I obtained the degree of Master of Arts in history from the University of Michigan in 1931. I have a Teacher's Life Certificate for the State of Michigan.
I have had one Year of teaching experience.
For the last five years I have been a Girl Reserve Adviser for the Junior High School Negro Girl Reserves in this city of Jackson. This has all been volunteer work.
I would like very much to get something to do in order to use my education which I worked hard to get with the aid of a wealthy white woman in this city.

Would you have a position open for a person of my training . I have become very much interested in the adolescent girls here. Also I am interested in the field in which I specialized.

If you have any position open in which you could use a person of my training, will you please consider my application.

I am not afraid of work,neither am I anxious to receive great monetary returns. I would just like an opportunity to render service to my race and live a useful life.

For references may I refer you to,

Miss Jacqueline Batsel
Y.W.C.A.
Jackson, Michigan.

Professor E. A. Holtwick
Greenville College
Greenville, Illinois.

Professor R. Schorling
School of Education , University of Michigan
Ann Arbor , Michigan

Respectfully yours,

(Miss) Olive E. Johnson

Send acknowledgment

Good Prospect

2257 Seventh Avenue
New York, New York
May 8, 1939

Dr. Mary MeLoed Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

My dear Dr. Bethune:

I am desirous of securing a position in one of the southern schools and am sure you can help me to get located; if not at your school, some other one.

Enclosed you will find a brief summary of my education and experience. You are at liberty to contact any former employee or school.

May I expect an early reply?

Very respectfully yours

J M Ragland

Dear Board -
Do you think this applicant's letter, according to statements therein, might be kept in our "special" file?
M

M J R

356 East 46th Street
Chicago, Illinois
May 10, 1939

Acknowledge & hold in "Special Spring applica."

Mme. Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mme. Bethune:

If there is a position open in your college for an instructor in Physical Education and Social Studies please consider me for it.

I hold a Bachelor of Arts Degree from Rust College, Holly Springs, Mississippi (1938), with a major in the Social Studies, minor in Education. I shall receive a Bachelor of Science Degree in Physical Education from Northwestern University this June, also I shall attend this Summer the Northwestern School for Coaches and Athletic Directors. On the completion of this school year I shall have four (4) hours on my Master's Degree which I hope to complete at Northwestern as rapidly as possible.

I have had practical experience in three major sports: football, basketball and baseball, four minor sports: soccer, tennis, speedball and touch football and training in many others.

I was chosen center on the 1937 Pittsburg Courier "Little All-American Football Team." My scholastic work has been highly satisfactory. I am active at Northwestern— a member of the Northwestern Student Congress, Student Faculty Inter-racial Council, and the American Student Union. Further information concerning me will be sent you from the Northwestern Bureau of appointments upon request. I am sure my references will be highly acceptable.

If chosen you may be sure I will be cooperative to the fullest extent and do every thing possible to make my work successful.

In case there is no vacancy I would appreciate your keeping this letter on file.

I thank you for any consideration.

Very truly yours,

Randall C. Morgan

Randall C. Morgan

Application

ROUTE 1 BOX 69
DEVEREUX, GEORGIA
MAY 10, 1939

MRS. MARY M. BETHUNE
BETHUNE COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

DEAR MRS. BETHUNE:

I AM HEREBY MAKING APPLICATION FOR A POSITION IN THE BETHUNE COOKMAN COLLEGE. I RECEIVED THE BACHELOR OF ARTS DEGREE FROM WAYNE UNIVERSITY IN JUNE, 1938. I HOLD A GEORGIA STATE TEACHER'S CERTIFICATE WITH PERMISSION TO TEACH LATIN, ENGLISH, AND THE SOCIAL SCIENCES. I HAVE HAD ONE YEAR OF SUCCESSFUL TEACHING EXPERIENCE AT THE SPARTA AGRICULTURAL AND INDUSTRIAL INSTITUTE, SPARTA, GEORGIA. I HAVE ALSO HAD EXPERIENCE IN TYPING, FILING, AND GENERAL OFFICE WORK. I AM INTERESTED IN DEBATING, PUBLIC SPEAKING, AND OTHER PHASES OF LITERARY WORK. I TAKE INTEREST ALSO IN THE CHURCH AND ALL RELIGIOUS ACTIVITIES. I ASSURE YOU THAT I SHALL COOPERATE HEARTILY WITH YOU IN CARRYING OUT YOUR PROGRAM.

FOR REFERENCES YOU MAY WRITE TO THE FOLLOWING PERSONS:
MISS HELEN L. BISHOP- WAYNE UNIVERSITY, DETROIT, MICHIGAN
MR. CARL HOOD - GREENFIELD VILLAGE, DEARBORN, MICHIGAN
REV. A.D. EVANS-PASTOR, A.M.E. CHURCH, INKSTER, MICHIGAN
MRS. ANNA S. INGRAHAM - SPARTA A.&I. INSTITUTE, SPARTA, GEORGIA

I SHALL APPRECIATE YOUR KINDEST CONSIDERATION.

YOURS VERY TRULY,

NANCY C. SIMMONS

VIRGINIA UNION UNIVERSITY · 1899
WAYLAND-1865
RICHMOND-1865
HARTSHORN-1883
RICHMOND, VIRGINIA

Acknowledged

May 15, 1939.

Mrs. M. McLeod Bethune
Office of the President,
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Madam:

I have been told that there is an opening in the field of mathematics at your College. I shall receive my Bachelor of Science degree, majoring in Mathematics, from this university at the end of this school year and I am therefore, submitting my application for this position.

I also understand that one of the Coaching positions has been opened for some time or at least, had been opened and if it has not been filled I feel that I have the necessary qualifications for either position.

I had the honor of meeting you at the home of Mrs. Ora Brown Stokes of this city. Any Consideration shall be greatly appreciated.

Sincerely, Howard Hill

Copy

DUNBAR JUNIOR COLLEGE
Wright Avenue & Ringo Streets
LITTLE ROCK, ARKANSAS

May 16, 1939

TO WHOM IT MAY CONCERN:

This is to certify that Mrs. Estella M. Bullard has taught for the past year at Dunbar Junior College. She came to us very highly reccommended. Her training at Fisk and Columbia Universities coupled with several years of experience afford her an unusual background and lift her above the average in preparation.

Mrs. Bullard is a woman of high moral character, pleasing personality, industrious in habits and loyal to those in authority.

She is deeply interested in young people and their problems; seeks to do more than the classroom assignments and is ever on the lookout for something to do that will help the entire community.

I am glad to recommend her to any executives who need the type of service she is capable of rendering.

SIGNED:

J. H. Lewis, President
DUNBAR JUNIOR COLLEGE

Acknowledge

120 Gordon Ave
Dayton, Ohio
May 16, 1939

Mary M. Bethune, Pres.
Bethune - Cookman College
Daytona Beach, Florida

My Dear Madam:

I herein make application for a position as teacher in your school.

I am a candidate for graduation, in June, from the Home Economics Department of Wilberforce University, Wilberforce, Ohio. Having completed a four year course, approved by the State of Ohio, I am receiving the degree of Bachelor of Science in Education.

Hoping this application receives your consideration. I am,

Sincerely yours,

Mary Anne Robinson

(Miss) Mary Anne Robinson

Regarding ~~Appl~~
Referred to
Dean Bond,
for information —
Kindly return for files.
M

1263 Steele Court
Jacksonville, Florida
May 18, 1939

Mrs. B. L. Mitchell
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam,

I found your letter of April 18, upon my arrival here Monday. My absence from the city delayed my answering sooner.

It was with great pleasure that I read of the reopening of Keyser Practice School, and I appreciate being considered for a position. I regret that I cannot accept due to the fact that I am housekeeping.

This has been a hard decision for me to make. I cherish the three years spent at the practice school. They were delightful and inspirational. I believe I am a better teacher because of my experience there.

Please express to Mrs. Bethune my wish for a bigger and better Keyser Practice School.

Respectfully,
Alma Wynns Bennett

342 Haskell Avenue
Kansas City, Kansas
May 22, 1939

Miss M. McLeod Bethune
President Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Bethune:

I am interested in knowing if there will be a vacancy in your Home Economics Department for the ensuing year.

I am a graduate of Kansas State College, Manhattan, with a B.S. in Home Economics, and would like to secure work in your school.

Very truly yours,
Elsie Mc Lendon

Texas College
Tyler, Texas
May 22, 1939

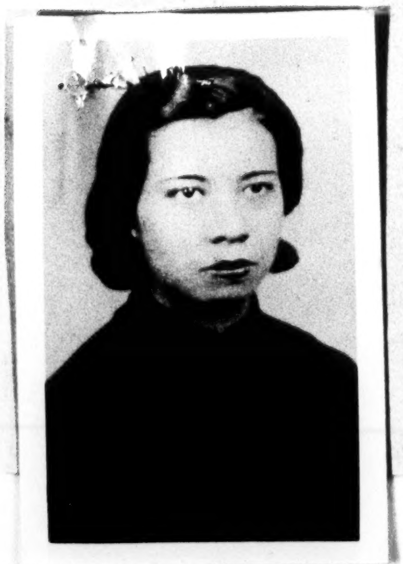
President Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Madame:

Please advise me concerning the vacancies on your faculty and consider me as a candidate for the same. My field is English and Drama. I have a major in Greek and Latin, and Education. I have a minor in History and Physical Education. I can teach Religion, Sociology, and Economics. I am a member of the National Association of Teachers of Speech and the Southern Association of Dramatic and Speech Arts.

I received my B.A. degree from William Penn College, Oskaloosa, Iowa, and my M.A. from the University of Iowa. I have had eight years experience as the head of the Department of English at Texas College. I can furnish suitable references.

Yours truly,
Grace Coleman Sherman
Grace Coleman Sherman



Acknowledge

12 Gannett Street
Boston, Mass.,
May 23, 1939

Mrs. Mary Mc Leod Bethune, President
Bethune Corkman College
Daytona Beach, Florida

Dear Madam:

I wish to apply for a teaching position at Bethune Corkman College. I am a graduate of Lincoln University in Pennsylvania in the class of 1938. I have a Bachelor of Arts Degree in History and Political Science. I have also done minor work in Physical Education.

I feel capable of being able to teach any of the following subjects:

1. Political Science
2. History
3. Psychology
4. Physical Education

I am 24 years old; male; 5'7" tall; 147 lbs. in weight; married. I am a native of Boston, Massachusetts where I acquired my elementary and secondary education in the Boston Public Schools. I have a good rating in athletics as well as academic work in both high school and college. I am a graduate from:

1. Phillips Brook Grammar School Boston
2. Roxbury Memorial High School Boston
3. Lincoln University Pennsylvania

I have had teaching experience at the James Adams Junior High School in Coatsville, Pennsylvania.

You may refer to Mr. George Brooks, the principal there. You may also refer to Dean Frank R. Wilson at Lincoln University concerning my teaching credits and college work there.

Thanking you for any consideration or information I am

Truthfully yours,

Charles L. Reinchief

Thank him
for application we
are considering his qualifica-
tions – If we
decide favorably
upon him, we will
write again

MORFHOUSE COLLEGE
ATLANTA, GEORGIA

May 24, 1939

DEPARTMENT OF
PHYSICAL EDUCATION AND
INTERCOLLEGIATE ATHLETICS

Dr. Mary McLeod Bethune
Bethume Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

Mr. J. B. Blayton has told me that you have a vacancy in the administrative staff of your institution for accountant. Please consider this letter as an application for the position.

I am a graduate of Morehouse College with a major in business administration. While in school I placed special emphasis on accounting.

For references I submit the following:

Dr. C. D. Hubert, Acting President
Morehouse College
Atlanta, Georgis

Mr. J. P. Whittaker, Registrar
Morehouse College
Atlanta, Georgia

Mr. J. P. Blayton, C. P. A.
Atlanta University
Atlanta, Georgia

Mr. A. A. Reid
Atlanta, University
Atlanta, Georgia

Mr. F. C. Gassett, Buraar
Morehouse College
Atlanta, Georgia

Very truly yours,
T. M. Shadowens, Jr.
T. M. Shadowens, Jr.

464 Lenox Ave.,Apt.2
New York,New York
May 25,1939

President A L.Simpson
Allen University
Columbia,South Carolina

Dear Sir:

I wish to apply for a position as coach or as teacher of Health and Physical Education in your institution if you have a vacancy.

In 1929 I graduated from Shaw University with a B.S.degree. I am now matriculating for the Master's degree in the field of Health and Physical Education,Teachers college,Columbia University,which I will receive at the end of the summer session.

I have had nine years of teaching experience. For five years I was coach and science teacher in the high schools of North Carolina. I was coach and recreational teacher in the C.C.Camp for two years, and teacher of Adult Education in New York City for two years.

I am a native of North Carolina, am thirty five years old, am six feet tall,weigh one hundred eighty pounds,and am married.

For references concerning my ability and qualifications I refer you to the following persons:

Mr.H.L.Trigg
Supervisor of Negro High Schools,State Dept.
Raleigh,North Carolina,

Dr.W.H.Knuckles
Principal of Thompson Institute
Lumberton,North Carolina,

Mr,Frank Kaplan
supervisor of Youth Service Division
13 Astor Place,New York City,

Mr.Harold L.Dunn
Supervisor of Educational Activities in C.C.C.
Governor's Island,New York,

Rev.Clayton A.Powell,Jr.
Pastor of Abyssinia Church
132 West 138th.Street,New York City.

My goal will be the continued success of your school.Any further information that you may desire regarding my character and reliability will be promptly furnished you by return mail.

Respectfully yours,
Lester Lennon
Lester Lennon

acknowledge

1118 E. Jefferson St.,
Springfield, Ill.,
May 25, 1939

Miss. Mary McLeod Bethune, Pres.,
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Madam:

Do you have need of a teacher of art in your college the insuing year?

I was graduated from Lincoln University, Jan. 27, 1939. For the past four years I was employed there as part time instructor in the art department. I have had as much training in this field as Lincoln University offers, and in addition I have studied art under the following instructors:

Portrait Painting---------Mr. A. J. Johnson,
Springfield,Art Association
Figure Drawing------------Mr. Romain Proctor,
Springfield Art Association
Still Life-----------------Mr. Roab,
Springfield Art Association
Commercial Art------------Mr. Edward Fox, Y.M.C.A.
Springfield, Illl

Newspaper Layout-----------Mr. B. Wyle, Y.M.C.A.
Springfield, Ill.

Sign Painting
&
Show Card Writing --------------Mr. Charles Copeland, Y.M.C.A.
Springfield, Ill.

Water Color----------------Mr. Homer Daisy, Y.M.C.A.
Springfield, Ill.

May I call your attention to the Sunday Pictorial Section of the St. Louis Post-Dispatch, Jan. 22? It contains on Page 6 a reproduction of one of my pastel paintings. It is called "Mulatress."

I have won awards in the following art contests:

Urban League, St. Louis---------1937 Second Prize
1938 First Prize

Lincoln University, Jefferson City, Mo.
1936--'37 Grand Prize

Urban League, Springfield, Ill.1935
(Achievement Plaque for art among Negroes of the city.)

Missouri State Fair-------------1937 Second, Third, & Fifth Prize.
1938 Third

Illinois State Fair-------------1932 Two Second Prizes.
1933 Two First & One Third
1934 Two First, One Second, & One Third
1935 Two First, One Second, & One Third
1936 Three First & One Second
1937 Three Fist, Three Second, & One Third
1938 Three First, & One Third

I have majored in history and am qualified to teach social sciences. I have twenty-five hours of education. In extra-curricular activities, I can supervise basketball, track, baseball, and football.

I am twenty-eight years old, five feet and nine and three fourth inches in height and I weigh one hundred and fifty-two pounds. At Lincoln University, I was a member of the History Club, Young Men's Christian Association, Artist Guild, Omega Psi Phi Fraternity, and Art Editor of the Lincoln Clarion, a bi-monthly school paper, and the 1936-1938 year book at Lincoln.

References:

Dr. Sherman Scrugg, President of Lincoln University.
Mr. J. D. Parks, Head of Art Department, Lincoln University.
Mr. S. F. Collings, Head of Education Department, Lincoln Univ.
Mrs I. Butler, Head of Art Department, Illinois State Fair.
Mr. Edward Lartz, President of Springfield Federation of Labor.

I should appreciate any consideration you might give my application.

Yours very respectfully,

Hiram E. Jackson, Jr.

Hiram E. Jackson, Jr.

Spelman College
Atlanta, Georgia
May 25, 1939

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Send Acknowledgement

My dear Mrs. Bethune:

I wish to apply for a position teaching home economics and related subjects or doing nursery school work.

I am a senior at Spelman College and will receive my bachelor's degree in home economics in June, 1939.

I am a native of Little Rock, Arkansas and completed my high school work at Philander Smith College in June, 1927, after having attended public schools for eleven years.

My college work has been done at Philander Smith College, September, 1927 to June, 1928 and Spelman College, February 1937 to June 1939. During the intervening years I attended summer school sessions at Philander Smith College and Dunbar Junior

College, Little Rock, and took several extension courses from the University of Arkansas, Fayetteville, Arkansas.

I have had five years teaching experience - teacher in Little Rock elementary schools, three years, and head-teacher at the Little Rock Emergency Nursery School, two years.

My finances at Spelman College have been covered by my student work at the Spelman Nursery School, assistantship in the college home economics department and teaching home economics at the Atlanta University Laboratory High School.

I am divorced and have a son seven years old.

If you are interested in my application the Dean's office of Spelman College will send you my credentials.

I shall appreciate any consideration you may give me.

Sincerely yours,
Bernice Bradford Wallace

✓

Ans.

Spelman College
Atlanta, Georgia
May 26, 1939

Mrs. Mary McLeod Bethune
Bethune and Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune,

Mr. J. B. Blayton suggested that I write you in regard to the position as bookkeeper in the business office of your college.

On June 7, 1939, I shall receive my Bachelor of Arts Degree with a major in History and a minor in Business Administration. I have had twenty-seven hours of education, which include one semester of practice teaching and nine hours of psychology.

I have had experience as bookkeeper for the Reverend J. P. Reeder, Secretary of the Foreign Mission Board of the National Baptist Convention, Incoring the summers of 1936, 1937, and 1938. During the past year I have kept the books of the Atlanta University Players.

If you are interested in my application you may secure my credentials from the Registrar's Office, Spelman College.

I shall appreciate, very much, any consideration that you will give me.

Respectfully,

Helen E. McKnight

Please acknowledge

215 Peshine Avenue,
Newark, New Jersey,
May 26, 1939.

Mrs. Bertha Mitchell, Secretary,
Buthume-Cookman College,
Daytona Beach, Florida.

My dear Mrs. Mitchell:

If you are in need of an experienced Stenographer, I should like to make application for the position.

I have had more than ten years experience as a Secretary, inclusive of such duties as compiling statistical reports, taking dictation and mimeographing. I am a graduate of Wilberforce University, Department of Education, and have worked in the capacity of Secretary and Stenographer, Georgia Extension Service, U. S. Department of Agriculture, headquarters at Georgia State College, Industrial College, Georgia.

I can furnish you with references, etc., if you so desire.

Any consideration given me will be greatly appreciated.

Respectfully yours,

(Miss) Bessie A. Durden

940 St.Nicholas Avenue, Apt.6F, N.Y.,N.Y.,

June 1st,1939.

Send acknowledgement

Mrs.Mary McLod Bethune,
Director,N.Y.A.,
Washington,D.C.,

Dear Friend:

It being my desire to secure a teaching or supervisory position for the coming school year,I write asking if you can give me a position in your school system.

Rev.C.[illegible].Bentley ,of the American Church Institute for Negroes,suggested my writing you at this time.

Education: Graduation from Lincoln University,Jefferson Cit City,Missouri,class honors,and degree B.S.D.

Graduation from Drake University,DesMoines,Iowa,honors in Philosophy,degree Ph.B.

Graduation from Columbia University,New York,last June,degree M.A.

Experience:At Elizabeth City,North Carolina,Instructor of E Education,StateNormal School,

Principal of Dunbar High School,Watonga,Okla.

Dean of the department of Education,Langston University,Langston,Oklahoma.

I refer you to Mr.N.C.Newbold,Director of Negro Education,State Capitol Building,Raleigh,North Carolina.Also Dr. H.W.Conrad,medical Physician,Guthrie,Oklahoma.

I am also experienced in directing singers and in writing music.

Very truly,

Luther Lincoln Henderson.

P. S.

You were suggested to me as a person with a wide connection. I thank you for any thing you do for me, as I am struggling very hard to make my way on merit.

Send
acknowledgment

507 North Gilmor Street
Baltimore, Maryland
June 3, 1939

Mrs. Mary M. Bethune, President
Bethune Cookman College
Daytona, Fla.

Dear Madam:

I wish to apply for a position as instructor of history in your school.

I received the degree of Bachelor of Arts from Morgan College, Baltimore, Maryland in 1933. I shall receive a Master's degree in history from Howard University, Washington, D.C., this month.

My teaching experience consists of three years as vice principal and instructor of the social sciences and English at Crisfield High School, Crisfield, Md.

I have enclosed such descriptive data as I have thought would be of interest. If there is any further information that you would like to have, I shall be glad to see that you receive it.

Any consideration will be greatly appreciated.

Respectfully yours,

Otho P. Pinkett

Otho P. Pinkett

DATA SHEET

EDUCATION:

Morgan College A.B. 1933
Howard University A.M. 1939

EXPERIENCE:

Crisfield Colored High School
Crisfield, Maryland
Refer to Mr. M. Boyd Jones, Principal

OTHER REFERENCES:

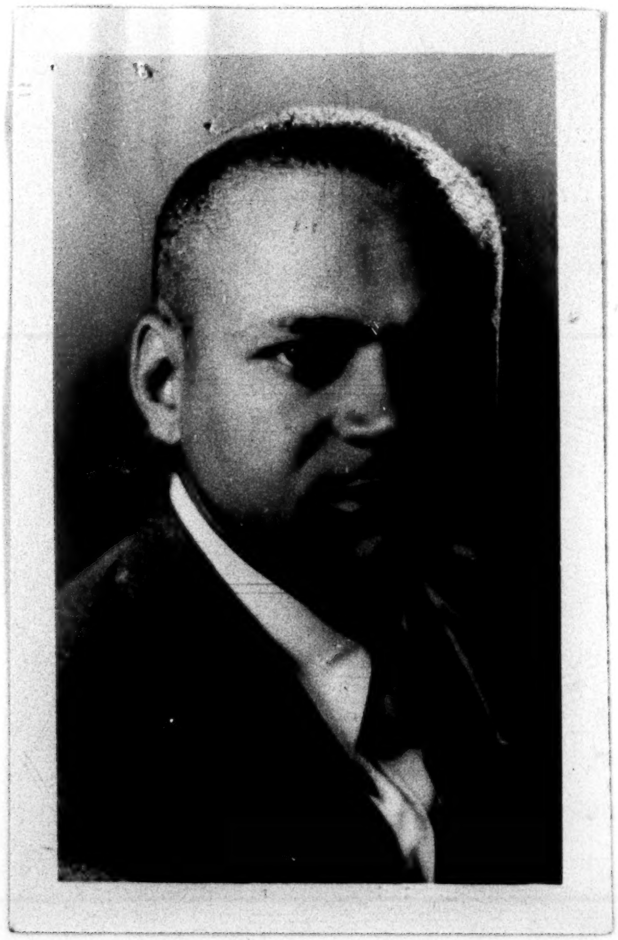
Mr. Emerson Brown, Manager
Southern Life Insurance Company
Pennsylvania Ave. & Robert St.
Baltimore, Md.

Prof. Howard Cornish
Morgan College
Baltimore, Md.

Dr. C. N. Pignott
1536 W. Lanvale St.
Baltimore, Md.

PERSONAL DETAILS:

Age.......................29 years
Health....................Excellent
Nationality...............American
Church Affiliation........Methodist Episcopal



Box 423
909 Marshall Street
June 4, 1939

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune

Your letter of May 31 has just been received. Enclosed I am sending copies of my credentials and also a photograph of myself.

Dean Brawley wrote me on May 29, concerning the position in your school. I sent a letter of application to Dean Bond on June 1.

My services are still available and I trust that you will be pleased with my qualifications. I shall be delighted to work in your school if chosen for the position.

As for references concerning my fitness and ability to teach, I am permitted to refer you to the following: Dr. H.S. Blackiston, Stowe Teachers' College, St. Louis, Missouri; Dean J. Arthur Turner, Stowe Teachers' College, St. Louis, Missouri, Professor S.J. Reedy, Lincoln University, Jefferson City, Missouri; Dean W.B. Jason, Lincoln University, Jefferson City, Missouri; Mr. W.E. Easter, Specialist in Negro Education, 311 State Bldg., Los Angeles California, and Professor M.B. Tolson, Wiley College, Marshall, Texas.

Trusting that my application will be

given favorable, and that I shall hear from you at an early date, I am

Very truly yours,

Albert Y. Lansdowne

P.S. Concerning my training and experience, I am also permitted to refer you to Dr. L. M. Riddle, University of Southern California, Los Angeles, California.

Send acknowledgment

1021 Thirty-first Street
Newport News, Virginia
June 5, 1939

Mrs. Mary McL. Bethune
President, Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I have recently graduated from Hampton Institute, where I majored in Commercial Education. Among those subjects which I studied and am qualified to teach, are Bookkeeping, Typing, Shorthand, Business Law, Business Mathematics, and particularly, Economics.

During the past school year, I taught General Business Training at the Phenix High School, which is affiliated with Hampton Institute, and Business Mathematics and Typewriting to the freshman classes at Hampton Institute.

I am writing to you to secure a position on your faculty for the coming school term. I am very familiar with most of the commercial subjects. This is particularly true of Economics, in which I intend to do graduate study at the University of Indiana.

For full particulars and references, please write the following persons:

Miss Ethel C. Buckman, Director, School of Business
Hampton Institute, Virginia

Mr. Lorenzo C. White, Record Office, Hampton Institute

Mr. Lutrelle F. Palmer, Principal, Huntington High
School, Newport News, Virginia

Please reply as soon as possible. I am enclosing a stamp.

Sincerely yours,
William S. Edmonds
William S. Edmonds

623 Main Street
Nashville, Tenn.
June 6, 1939

President Abram. L. Simpson
Bethume Cookman College
Daytona Beach, Florida

Dear Mr Simpson,

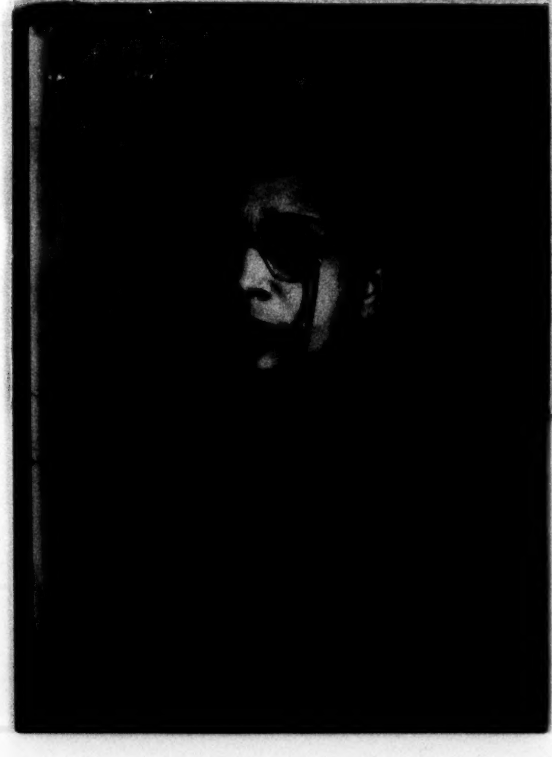
I am an applicant for a position to teach in the home economics department of your school.

I should like very much to hear from you before I sign my contract for the next year.

Enclosed you will find a copy of the recommendation from President J. H. Lewis also a photo.

I shall be glad to furnish you transcripts of my work at your requests.

Very respectfully yours,
Estella M. Bullard



Dear Boris
This applicant
seems well prepared—
Do you agree with me
the thought of sending to
the persons listed, for
references? We
might write them—
will acknowledge
receipt of his applica.
M

acknowledge

464 Lenox Ave.,Apt.2
New York,New York
June 6,1939

Mrs.Mary McLeod Bethune
Bethune-Cookman College
Daytona,Florida

Dear Madam:

I wish to apply for a position as coach or as teacher of Health and Physical Education in your institution if you have a vacancy.

In 1929 I graduated from Shaw University with a B.S. degree. I am now matriculating for the Master's degree in the field of Health and Physical Education,Teachers College,Columbia University, which I will receive at the end of the summer session.

I have had nine years of teaching experience. For five years I was coach and science teacher in the high schools of North Carolina. I was coach and recreational teacher in the C.C.Camp for two years, and teacher of Adult Education in New York City for two years.

I am a native of North Carolina, am thirty five years old, am six feet tall, weigh one hundred eighty pounds, and am married.

For references concerning my ability and qualifications I refer you to the following persons:

Mr.H.L.Trigg
Supervisor of Negro High Schools,State Dept.
Raleigh,North Carolina

Dr.W.H.Knuckles
Principal of Thompson Institute
Lumberton,North Carolina

Mr.Frank Kaplan
Supervisor of Youth Service Division
13 Astor Place,New York City

Mr.Harold L.Dunn
Supervisor of Educational Activities in C.C.C.
Governor's Island,New York.

My goal will be the continued success of your school. Any further information that you may desire regarding my character and reliability will be promptly furnished you by return mail.

Respectfully yours,
Lester Lennon
Lester Lennon

Please acknowledge

1405 Bangs Avenue
Asbury Park, N. J.
June 7, 1939

Mrs. Mary McLeod Bethune
Bethune Cookman College
Datona Beach, Florida

Dear Mrs. Bethune:

I should like very much to get a position teaching. I am a young woman 23 years old, 5 feet $5\frac{1}{2}$ inches tall and weigh 130 pounds. At Hunter College of the City of New York, from which I graduated February 1, 1939, I majored in Mathematics and took elementary pedagogy. I am a member of the Abyssinian Baptist Church, New York.

Respectfully yours,
Artise E. Macomson

63 East Eleventh Avenue
Columbus,Ohio
June 8,1939

Office Of President
Bethune -Coopman College
Datona Beach ,Fla.

Dear President:

I am applying for a position as an instructor of Science and Mathematics.

My educational preparation comprises:
A Bachelor of Science degree,West Virginia State, College,Institute,West Virginia. Master of Science degree, Ohio State University,Columbus,Ohio. This Summer's work totals three quarters above the Master's requirement. In addition I have to my credit eight years of teaching experience.

Should there be a vacancy in your Science Department,preferably Chemistry,I would be glad to correspond with you concerning an appointment.

Yours very respectfully,
B.T.White
B.T.White.

Send acknowledgment

For Reply

Box 653
Lumberton, N.C.
June 18, 1939.

Mrs M. M. Bethune
Bethune-Cookman College
Daytona Beach, Fla.

My dear Mrs Bethune,

I have advanced degrees and experience both as a professor and administrator and I wish to apply to your college for a position. Would you please send me an application blanx so I can? I am open to employment immediately.

Sincerely yours,
Vivian K. Cameron.

Please acknowledge

Rosanna M. Edwards
1830 Toledano Street
New Orleans, Louisiana
June 24, 1939

Bethume-Cookman College
Dayton, Florida
Miss Mary McLeod Bethume, President

Dear Madam:

Please consider this as a letter of application for a secretarial position, commercial teacher or literary teacher. I am twenty-eight years of age. I can certify the following qualifications:

Education:

I have a Bachelor of Arts degree from Xavier University, New Orleans, Louisiana, I have a Diploma from the Straight Business College, New Orleans, Louisiana, I attended a six-week summer school for Advanced Studies at the YMCA School of Commerce, New Orleans, Louisiana, and I have also completed a two-year Corresponding Course in Stenotype from the La Salle University, Chicago, Illinois. Stenotype is a mechanical portable machine used for taking rapid dictation and reports. I have a Professional Certificate valid for life with six (6) years of teaching experience.

I have had experience with the following companies and can offer recommendations from same:

Experience: Secretary and Stenographer

Empire Mutual Insurance Company, 1601 Dumaine Street,
New Orleans, Louisiana, 3 years
National Benefit Insurance Company, 2109 Dryades Street,
New Orleans, Louisiana, 5 years
Federal Government, 3 years

I am trusting that you give me deep consideration for either one of the above positions preferably, secretarial work.

I am hoping to hear from you in a few days.

Thanking you much for your efforts.

Sincerely yours,
(Miss) R. M. Edwards

Send acknowledgment

1201 Hollins St.,
Lynchburg, Va.
June 25th 1939.

Mrs. Mary M. Bethune,
Pres. Bethune-Cookman College,
Daytona Beach, Fla.

My dear Madam:—

I am an applicant for a position in your school as Matron or an assistant in your Music Department, for another school year.

My experience covers a period of Several years, in school work.

I am, at present, connected with one of the Mission Units under control of the Board of National Missions of the Presbyterian Church of America, but my services will terminate by September the first, for our school will not operate another school year; financial conditions controlling the situation!

I shall be very pleased to give you further detailed information upon request, and your kind attention to my application will be greatly appreciated in event, that the opportunity present itself.

I thank you sincerely for an early reply.

I remain, yours gratefully, Bertha T. Chambers

Acknowledged

A. & I. State College
Nashville, Tennessee
June 26, 1939.

Bethune-Cookman College
Datonna Beach, Florida

Dear Sir,

I am writing you in regard to a position as a teacher in your institution. I was a member of the June 1938 graduating class of Butler University, Indianapolis, Indiana. In consequence of the work I pursued I received a special teacher's license and a Liberal Arts Degree in the field of Home Economics. I spent one Summer Session in Teachers College, Columbia University, majoring Home Economics and at present I am attending A & I State College, Nashville, Tennessee, specializing Home Economics. During the year 1938-1939, I was employed as a teacher of Home Economics and General Science at Halloway High School, Murfreesboro, Tennessee.

Appended you will find a list of persons to whom I kindly refer you regarding my fitness for the place I now seek.

Thanking you graciously for any consideration you show me, I am

Very truly
(Miss) Mildred Roberts

Miss. Picola Smith (Supervisor)
Rutherford County
Murfreesboro, Tenn.

Miss. Ida Wilhite, Head of Home Ec. Dept.)
Butler University
Indianapolis, Ind.

Miss. Katherine Journey, Home Ec. Dept.
Butler University
Indianapolis, Ind.

Mrs. Martha Martin, Home Ec. Teacher
Crispus Attucks High School
Indianapolis, Ind.

Please acknowledge

15 East Prentiss
Iowa City, Iowa
June 26, 1939

Mrs. Mary McLeoud Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I am seeking a position as Instructor of Elementary Education. Should you have a vacancy in that Department, will you please consider me an applicant?

My qualifications are as follows: I am twenty four years old, graduated from the Central High School, Marshall, Texas, attended Bishop College, Marshall, Texas for one year, graduated from Wiley College, Marshall, Texas in August 1937 with a Bachelor of Arts Degree, and am now doing my second semester's work in the Graduate School at the State University of Iowa. I expect to receive my Master of Arts Degree in August 1940. I have taught in the Elementary School at Jefferson, Texas for the past eight years.

The following people know of my character, abilities, and qualifications:
Mr. E.E. Justice, County Superintendent, Jefferson, Texas
Dr. Gordon Worley, State Department of Education, Austin, Texas
Dr. M.W. Dogan, Wiley College, Marshall, Texas
Dr. H.A. Greene, State University of Iowa

Thanking you for any consideration shown me, I am

Yours truly,
Effie K. Adams
(Miss) Effie K. Adams

Acknowledge

5722 Indiana Ave.
Chicago, Ill.
June 27, 1939

Dr. Mary Bethune, President
Bethune-Cookman Institute
Daytona Beach, Florida

Dear Madam:

I would like to file application for the position of chemistry at Bethune-Cookman Institute. I received the degree of Bachelor of Science at the University of Illinois (1934) from the College of Education, having studied special methods of teaching chemistry, and also having completed the required amount of training as a practice teacher at the University High School. Since then I entered the University of Chicago and, while completing the prerequisites for a Master's Degree there, I reviewed the undergraduate fields of analytical and organic chemistry so as to broaden my knowledge in those fields while specializing in the field of carbohydrates in my work toward a higher degree. I received the degree of Master of Science, June 13, 1939.

While studying at the University of Chicago I obtained part-time employment in the laboratory preparing acrolein-- a chemical that the University was unable to purchase in this country. At present I am employed upon a government project, as a physical scientist, investigating atmospheric pollution in this city. In view of these laboratory experiences and in view of my continuous studies, I feel confident that I am able to fulfil such a position satisfactorily if given the opportunity.

I am twenty-eight years old, married, and would appreciate any consideration that you might offer.

Yours sincerely,

Weyman R. Burns
Weyman R. Burns

Box 453
Sayville, Long Island
New York
June 27, 1939

Mrs. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Bethune:

I would like to know if you have any vacancy in your Social Studies department for a young college graduate. I have just finished my undergraduate work in Social Studies at Hampton Institute. I want a position which I can work up from. I received my B. S. degree from Hampton with honors.

If you have any such vacancy please communicate with me at once. You will find enclosed a personal data sheet.

Sincerely yours,
Agnes E. Jackson

Send acknowledgment

303 Clark Ave.
Macon, Georgia
June 28,1939

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona, Fla.

Dear Mrs Bethune,

I am applying for a position as social scienc teacher in the institution. I am a graduate of Spelman college, holding an A.B. degree from the institution. While a student there I majored in History and French. I have just received my master's degree from Atlanta University where I majored in sociology.

I have had nine years of teaching experience in the public high school at Macon, Georgia. I have taught Latin, Civics , History , English and Math. My State Life Professional Certificate gives me the prividlege to teach these subjects along with foreign languages.

I can supply you with the best of regerences from both Spelman, Atlanta University and my former employment.

Sincerely yours,
Agnes E. May
(Miss) Agnes Elizabeth May

Appli.

Brownsburg, Virginia
June 29, 1939

Mrs. Mary McLeod Bethune, Pres.
Bethune-Cookman College,
Daytona Beach, Florida

Dear [illegible] Bethune:

I am writing to apply for a position as Dean of Chapel or Religious Education Adviser in your school, in case there is a vacancy.

I attended the public schools of Marion, S. C. and graduated from the Armstrong High School of Washington, D. C. I received my degree of Bachelor of Theology from Howard University and Bachelor of Sacred Theology (S.T.B.) from Boston University School of Theology, at which school, I have also done advanced work on my Master of Arts degree.

I organized and Pastored the Junior Church of the Asbury Methodist Church of Washington, D. C. and for four years, I pastored the John Wesley Methodist Church, Salem, Va. At present, I am pastoring the Asbury Methodist Church of Brownsburg, Va.

For further reference, you may write or communicate with Mr. John F. Burgess, and Dean E. V. Green of State College, Orangeburg, S.C.; Dean Benjamin E. Mays, Howard University, Washington, D.C.; Dean Earl Marlatt, Boston University School of Theology, Boston, Mass.; Rev. J. Arthur West, 27 Church St., Warren, R.I.; Dr. W.A.C. Hughes, Board of Home Missions and Church Extension of the Colored work in the Methodist Church, Philadelphia, Pa.; Dr. David C. Houston, Armstrong High School, Washington, D.C.; and Rev. James E. Dotson, Supt. of Alexandria Dist. of Washington Annual Conference of the Methodist Church, Alexandria, Va.

I shall appreciate any consideration given me.

Yours very respectfully,
James R. Cannon
James R. Cannon.

Send acknowledgement

Ocala, Fla.
General Delivery
June 30, 1939.

Madam Mary McCloud Bethune, pres.,
Bethune Cookman College,
Daytona Beach, Fla.

Dear Madam Bethune:

I am writing to apply for a position as teacher in Bethune Cookman College. I hold a life graduate State Certificate in Florida of four years college training with fifteen years experience teaching in the State. My Certificate covers: Social Studies, English, Mathematics, Science, Latin, and Greek. I taught Mathematics four years at the Florida Normal College and two years at Edward Waters College.

I refer to Prof. Coleman for recommendation as to my service as he taught in the Florida Normal College one summer with me in the summer school, and is now teaching in the Bethune Cookman College.

I would appreciate an opportunity for service.

With thanks for a reply, I am
yours respectfully,
J. E. Livingston.

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101,000

Acknowledged

83 Camden Street
Boston, Mass.
July 10th, 1939

M. M. Bethune, Pres.
Cookman College
Daytona Beach, Florida

Dear Sir:

I am writing at this time to file application for membership to your teaching staff.

My qualifications are these: I am a graduate of Howard University, School of Business Education, Washington, D.C., holding a B.S. degree: Have completed work for a Master's degree in Education at Boston University, Boston, Mass., also credits toward an advanced degree. I am majoring in Psychology.

Kindly let me hear from you in regard to this matter.

Respectfully yours,

Rufus O. Brent

Rufus O. Brent

ROB:CLA

Please acknowledge

1918 Spruce Street
Terre Haute, Indiana

July 10, 1939

President Mary McLeod Bethune
Bethune Cookman College
Datona, Florida

My dear Madam:

I am writing to you to apply for a position as teacher in your College. My qualifications are as follows:

Education:

Elementary and High School training, public Schools of Terre Haute, Indiana.

College work, at Indiana State Teachers College, Terre Haute, Indiana, class of 1929, B. S. degree in education, and now I am completing the work on my master's degree in administration.

Experience:

I have taught six years in a rural one-room school, a city ward school and a junior and senior high school. I was an educational adviser in a junior civilian conservation camp two years. My major subjects are social studies and English. I have sixty hours of work in social studies and fifty-two hours in English, plus sixty hours in education.

For references concerning my character, personality, and scholastic ability, I submit the following names:

Dr. D. A. Bethea, Hammon, Indiana,

Dr. J. R. Shannon, Education Department, Indiana State Teachers College, 541 North 8th. Street, Terre Haute, Indiana, Mr. John E. Linebarger, Head of Adult Education of Indiana, Indianapolis, Indiana, formerly my superintendent, and

Rev. Clarence E. McFadden, Selma College, Selma, Alabama.

I shall appreciate your consideration and be glad to answer any questions you might have. Thanking you, I am

Very truly yours,

Verner K. Howell

1-29-NE

Verner K. Howell

Please acknowledge

Pauline Byrd Taylor
730 Parker Street
Kalamazoo, Michigan
July 12, 1939

Mary McLeod Bethune, Pres.,
Bethune-Cookman College,
Daytona Beach, Florida.

My dear Mrs. Bethune:

I would like to present my credentials for your consideration in case a vacancy exists on your staff for the coming school year.

My undergraduate training was taken at Kalamazoo College, this city, from which I received the A.B. degree. My major interest was in English Literature and Language. I earned major credit in French also and did minor work in History.

Kalamazoo College is a private, highly selective institution limited to five hundred students. Its aim is to develop character and it specializes in individual growth rather than in numbers of graduates. Through its ideal of a "Fellowship in Learning" the College hopes to create a cultivated, well balanced moral being as well as an informed scholar. I consider it a rare privilege to have been a part of the life of this school and, incidently, to have been its first and only Negro graduate. Because of this background I feel that I have a rich contribution to make to the training of youth.

After leaving Kalamazoo College I spent two quarters in the study of Social Service Administration at Chicago University. In addition I have had twenty hours in Education at Western State Teachers College, Kalamazoo, Michigan. By the close of this summer I will have completed fourteen hours work toward a Master's degree in Vocational Guidance.

My working experience has been as follows: four years of teaching in a rural, elementary school--all subjects in all eight grades; two years teaching English and Dramatics to adult groups under the W.P.A. program; two years social recreation work with girls and young women in a community center, the work here being mainly in Dramatics and club organization; one year as a Girl Reserve Secretary in the Y.W.C.A.

I would be interested in a teaching position in any of the fields in which I am prepared or in some phase of Guidance work if you have such a program in your curriculum.

If a vacancy exists on your staff and you feel that my training and experience would be in harmony with the needs and aims of your school I should be pleased to have an official statement of my record sent you.

Sincerely yours,

(Mrs.) Pauline Byrd Taylor

Pauline Byrd Taylor

Send
acknowledgment

695 St. Nicholas Ave.
New York City
July 4, 1938.

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam;

I am writing you to apply for position as matron or house-mother in the women's dormitory of your college. I am a high school graduate with two years of college work to my credit. I am 45-years old and have worked for several years in a supervisory capacity. My habits of life are such as to assure regularity in the discharge of my duties.

In the event that you consider this application, I can furnish you with satisfactory reference as to character and fidelity.

Your kind consideration will be greatly appreciated.

Very truly yours
(Mrs.) Mary Mignon Mitchell

Appli-
Thank her
for letter and
qualifica. We
appointed a strong
ap. I
staff in our Dormi-
in the early summer
and the work is going
forward satisfactorily-

BETHUNE-COOKMAN COLLEGE
ARCHIVES

2245 Gardner Street
Augusta, Georgia
August 3, 1939

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

You perhaps recall corresponding with me in Chattanooga. I also received a card from you when you were in Europe.

I have served as Y. W. C. A. executive secretary thirteen years, feeling that I would like a change of work I am hereby asking if I may make this my application for work in your school. Over ten years I taught in Augusta Public Schools. I am a graduate of Haines (Lucy Laney) Institute. Received special training in Home Arts and Education at Hampton Institute, Virginia and Cornell University, New York, Summer Sessions.

Travel- have attended a number of conferences and conventions, observed educational work in various schools, Y. W. C. A. Associations, even in Nassau, Bahama Islands.

You may recall telling me whenever I was available to write you concerning work. Shloud you need a Dean of Women, Matron, Home Arts or Handicraft teacher I shall be pleased to serve. Folk rate me as a generally useful person.

Enclosed find a few testimonials, if further information is required I shall be glad to furnish. I am,

Sincerely yours,
Fredrika H. Shackelford
(Mrs.) Fredrika H. Shackelford

S:N

Appli

BETHUNE-COOKMAN COLLEGE
ARCHIVES

63 E. 11th Avenue,
Columbus, Ohio,
August 3, 1939

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida

My dear Mrs. Bethune:

I am indeed glad to have this opportunity to write to you.

The summer is about over. This is the time when all young people are beginning to think where they are going, whether it be back to school or to a job. At this writing I do not know just where I am going. I do not have a job promised, and I do not have funds with which to attend graduate school. I did have a letter from Professor Dansby, but it was not definite, and I have not heard from him lately.

Mrs. Bethune, I am appealing to you. I know the school is not in the best of shape financially, but that is not the thing. I want to work, do something of value to more people than myself. I have gone to school and received some very valuable training along business and educational lines. I have also been at the head of several organizations. Two of which, I held the same office for two consecutive years.

Please let me know whether there is a possibility of my being used at Bethune-Cookman College. I am ready to come anytime you say, if the case be.

Very sincerely yours,

Albert Dixon

Albert Dixon

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Acknowledged

421 School Street
Goldsboro, N.C.
August 4, 1939

State Teacher College
Daytona Beach, Florida

My Dear Sir:

I am a native of one of the French Colonies, Martinique, and I hold an "M.A." Degree from the University of Sorbonne in Paris, France. Therefore, my natural tongue is French. I also specialized in the Spanish Language at the University of Mexico for many years; afterwhich time I taught languages in Havana, Cuba. Later, I journeyed to this country where I was formerly head of the Department of Modern Languages at the Prairie View College, Prairie View, Texas for several years.

Should a vacancy occur among your teaching staff during this ensuing school year, 1939-1940, please consider me an applicant for the position.

If you desire any information as to my character and ability, please permit me to refer you to the following persons. Namely, Dr. R. B. Atwood, President of the Kentucky State College, Frankfort, Kentucky; or to Dr. Ormonde D. Walker, President of the Wilberforce University, Xenia, Ohio; or to

Mr. Albernathy, Prairie View College, Prairie View, Texas.

I thank you in advance for your hearty considerations in reply to this letter, and I hope too that I may be of vast services to you in your school.

Very truly yours,
(Mr.) Leonce A. Lubin

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Acknowledged - 8/7/39- ejt

56 Wyckoff St.
New Brunswick,
New Jersey
Aug. 4, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

President's Office
Bethune-Cookman College
Daytona Beach, Florida

Dear President Bethune:

As a recent graduate of the Social work Department of Wilberforce University, I naturally take pride in offering my services to colleges I feel can use such.

I have credit to do social work as well as teach in the field of Social Sciences. I can likewise instruct History, Civics, Philosophy, Psychology and Hygiene. In addition, I have experience in probation Courts, Y.M.C.A's., and even in teaching crafts, recreation, and community civics in the New Brunswick Vacation Schools this summer.

A few years past I was very-active in athletic, club and conference work, at home, at school, and at Church.

I'm a lad of twenty-four years of age, one-hundred and sixty (160) pounds of weight, brown skin and of a very pleasing and easily adjustable personality.

I'd expect a salary of reasonable terms. Sufficient to make a decent living under the conditions.

For reference I offer:

1. Dr. James Robinson - Dean of Liberal Arts
   Wilberforce University
   Wilberforce, Ohio.
2. Executive Sec. John Wells
   Livingston Ave., Y.M.C.A.
   New Brunswick, N.J.
3. Rev. Solomon Hill Pastor Mt Zion A.M.E. Church
   25 Division St.
   New Brunswick N.J.
4. Principal Maurice Rowland
   South River Rd.
   South River, N.J.

I'm certain you can use me to your advantage.

I await your immediate reply with anxiety.

Yours truly,
Stanley Whittaker

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Send acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

772 Williams Ave.
Memphis, Tenn.
Aug. 5, 1939.

Dr. Mary McCloud Bethune
Pres. Bethune Cookman College
Daytona Beach Florida

Dear Madam:

Mrs Georgia Taylor has instructed me to write you concerning location with your faculty.

I received my training at Pittsberg St. Teachers College in Kansas. I have done most of my teaching in Home Economi but have also had experience in Academic work. I have worked with Adults but not with W.P.A. My experience has been in Selection, Buying, Preparati Canning and Serving Foods. Home management and child care have also been stressed. I have been active in recreational activities and can furnish reference.

May I hear from you.

Oblige and respectfully
J. Marble Robinson

P.S. I shall be happy to accept any position you may offer, though not in your institution.

Acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Hampton Institute
Hampton, Va
August 8, 1939

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune,

The Record Office of Hampton Institute has just informed me that my name has been sent in as a possible candidate for the position of Home Economics in your school. I am at this time applying for that position.

I am a graduate of Hampton Institute with a Bachelor of Science degree in Home Economics. For one year I taught home economics in the Robeson County Training School in Maxton, N.C.

I have worked in the canning department of Hampton Institute for four summers. The past two summers I have been co-supervising the work in the same department.

My work in the field of Home Economics has been helpful as well as enjoyable. I hope that through this type of work I can better the conditions of my people.

For further references will you write Miss Marian C. Dean, Record Office, Hampton Institute, Virginia and Miss Stella Wiley, Director of Home Economics, Hampton Institute, Virginia.

Sincerely yours.
(Miss) Mae Sue Thompson

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Acknowledge

402 West Battle Street
Talladega , Alabama
August 8 , 1939

Mrs. Mary Bethune
Bethune-Cookman College
Daytona Beach , Florida

My dear Mrs. Bethune:

I should like to apply for a teaching position in the Modern Language Department of Bethune-Cookman College if there is a vacancy. If there is none, I should like to file application for future reference.

I received the Bachelor of Arts degree from Talladega College in 1938 with a major in French and German and a minor in English. I received the Master of Arts degree from the University of Iowa in June 1939 with a major in French.

For references you may apply to the following persons whose permission I have to name:

Professor S. H. Bush, Romance Language Department, University of Iowa, Iowa City, Iowa
Assistant Professor C. E. Cousins (of the same address)
Assistant Professor Eugene Joliat(of the same address)
Professor I. H. Henninger, Modern Language Department , Talladega College, Talladega , Alabama

I should be grateful for any consideration given to me.

Yours truly ,

Henrietta E. Levi

(Miss)Henrietta E. Levi

2026 Thirteenth Street N. W.
Washington, D. C.
August 11, 1939

Appli

The President
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Sir:

The following description of my qualifications will help you to determine whether there is a place for me in your organization as a teacher.

As a man who is a graduate of Howard University of Washington, D. C., with a degree of bachelor of science in education, I am much interested in any educational work.

While a student, I majored in zoölogy and botany and studied under Drs. E. E. Just, H. Y. Chase, L. A. Hansborough, C. S. Parker, and M. A. Fitch. Zoölogy, botany, or biology, therefore, are my specialties. However, I am also prepared to teach physiology, chemistry, psychology, history, English, and German.

Because of my scholastic standing, I was awarded a free tuition scholarship during my senior year at college.

Privately I have studied art and music and have done extracurricular work in these fields. For some time I was director of the junior choir and art editor and cartoonest for the paper of the Second Baptist Church of Washington, D. C. I am a music composer and a writer of poems. Several of my poems have appeared in various prominent publications. I read German easily and speak it readily.

There are personal qualities which have an important bearing upon a teacher's success--such as personality, loyalty, enthusiasm, reliability, resourcefulness, and initiative--upon which my professors and instructors with whom I have been in contact during my college career are better able to speak than I concerning myself. I can say, however, that I believe in doing every bit of work with the highest possible efficiency. Though loyalty alone would command strict reliability on my part, I realize that it is my own interest to do your work well; and as to getting it done promptly, I consider that a matter of honesty.

My professors have given me credit for possessing sound judgment and initiative. I enjoy good heatlh and am therefore dependable. I take pride in my work for my superiors, and am not afraid to accept responsibility.

Compensation is secondary to opportunity for growth through persistent, constructive service. I consider salary subordinate to an opportunity to serve my fellowmen in a capacity to which I am best fitted.

For information about my personal character and habits, and concerning my previous work, I may refer you to my former instructors and those under whom I have worked,and invite such further investigation as you may care to make. I refer you to the following: Dr. Louis Armstead Hansborough, Dr. Mary Alida Fitch, Dr. Charles Stewart Parker, Dr. Hyman Yates Chase, Dr. Ernest Everett Just, Dr. Alethea H. Washington, Dr. Georgiana Simpson, and Dr. Wolfgang S. Seiferth; Professors Doxey Alphonso Wilkerson, Joseph St. Clair Price, Frank Coleman, and Clarence William Davis. All of the people whose names are above may be reached at Howard University, Washington, D. C.

An indication of your interest in this letter would be much appreciated.

Sincerely yours,

Harry Cardinal Kaine. Jr.

315 Hazard Drive
Albany, Georgia
August 12, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

The President
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

I have been informed that there is a vacancy for the position as librarian in your college. I should like to be considered as an applicant for that position.

For the past five years I have served as Librarian at Georgia Normal College.

My educational qualifications are:

Booker Washington High	Memphis, Tenn.	1928	
Le Moyne College	Memphis, Tenn.	'32	B.S. (Chemistry)
Hampton Institute Library School		'33	B.S. in L.S.

I have had a keen interest here in extra-curricula activities; having served as: Senior Class advisor, Sect. athletic association and Sunday School Teacher.

Because of my experience and interest in educational work, I feel that I could be an asset to your school community.

Naturally I shall appreciate any consideration you may show.

Very truly yours,
James H. Sloan
P.O. Box 395
Albany, Ga.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

BETHUNE-COOKMAN COLLEGE
ARCHIVES

900 So. Grant St.,
Muncie, Indiana
Aug. 14, 1939

Office of the President
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

Please consider me an applicant for a position in your College, if there are any vacancies.

I am a graduate of Wilberforce University, year 1933 with an A. B. degree, major: Latin; minors: French and English. Have studied at Ball State Teachers College, Muncie, Indiana 1937. This summer attended McGill University French Summer School; Montreal, Canada for six weeks furthering my study on a masters in French.

Have taught at Wilberforce High School the summer 1933 (Latin) also at Dothan, Alabama; Dothan Negro High School (Latin, French and English) five successful years.

If you wish to inquire about me, you may write the following persons:
Prof. Warrick, Head of Ed. Dept. Wilberforce, Ohio
Principal of High School, " "
Prof. D. B. Hannibal, principal Dothan Negro High School, Dothan, Ala.
Mr. Bruce Flurry, Sup't. of Dothan City Schools, Dothan, Ala.

If you wish further information, I will be glad to send.

Would like very much to receive some kind of answer.

Sincerely

Miss. Lois R. Taylor

Acknowledge

1714 Ninth Street, N. W.
Washington, D. C.
August 19, 1939

Mrs. Mary McLeod Bethune
President of Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mrs. Bethune:

Please consider me as an applicant for a position in your college. My major field of study is history, and my minor field is geography. I feel prepared to teach English, education, and economics in addition to history and geography. I have a B.S. degree from Miner Teachers College, 1936, and a Master's degree from Howard University in history, June 1939. I have had one year of experience as a teacher, five years in library work, and two years as a recreation leader.

I am a Baptist, but am willing to work in any Church in the community. As to my character I refer you to Rev. W. H. Jernagin, Pastor of Mount Carmel Baptist Church, Third and I Sts. N. W.; Rev. S. L. Young, 1219 Girard Street, N. W., and Rev. L. H. Terrell, Dean of Chapel at Howard University. In connection with my scholarship I refer you to Dr. Chas. H. Wesley, Dean of Graduate School at Howard, and Dr. Rayford Logan, of the history department.

Yours Truly,
(Mrs.) Henrietta A. Tolbert

Acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

214 Tea Street, N.W.
Washington, D.C.
August 21, 1939

Dr. Mary McL. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

A member of the faculty of Howard University has informed me of the possibility of a vacancy in your department of mathematics and the sciences for the ensuing school year.

In support of my application for such a position a brief and up to date summary of my scholastic record and teaching experience is enclosed.

I shall be glad to hear from you at your earliest convenience.

Respectfully yours,

Clarence R. White
Clarence R. White

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Please acknowledge

109 Pickerel St,
Carlisle, Ky;

Aug. 25th 1939.

To Pres:
Bethune-Cookman College,
Daytona, Florida.

Dear Madam:

Kindly consider my application for a position in your school.

I have had several years of experience in teaching. I have taught elementary schools, high school and college. I have been principal, teacher, dean of women-matron.

I have an A.B. degree from Ky. State College, Frankfort, Ky. Major Education. Minors Social Science Home Economics. I have also successfully taught Higher Mathematics, English, Science, Public School music, Foreign Languages, Physical Ed. I can direct clubs, debating teams, and playground activities.

Yours truly
Mrs. M. F. Williams.

Reference-
Ed a S. Taylor, Supt. Schools,
Carlisle, Ky.

Appli. filed
Acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

375 Woodland Avenue
Columbus, Ohio
August 26, 1939

President Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune:

Please send me an application blank and additional information relative to applying for a position in the high school department of Bethune-Cookman College.

I am a Magna Cum Laude graduate of Butler University, Indianapolis, Indiana, A. B. degree in French. Majors: French and English.

I hold first grade high school teaching licenses in French and English for Indiana and Ohio.

My experience includes tutoring college students in French, Y.W.C.A. work in capacity of Advisor to high school students at the Phyllis Wheatley Branch in Indianapolis, Indiana. I have completed accredited courses in Religious Education and am active as a Sunday School teacher, vocalist in the church choir, Supervisor of Young People's Religious programs. I regularly attend meetings of the American Association of French teachers.

For recommendations, you may contact the Teachers' Placement Agency at Butler University, Indianapolis, Indiana, C. R. Maxam, Director.

Very truly yours,
Magnolia L. Echols
Magnolia L. Echols

Acknowledged

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Atlanta University
Atlanta, Georgia
August 27, 1939

Dr. Mary Mc Cleod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I am herby applying for a job at your School if there is a possibility of doing so.

I have attended Bethune-Cookman College; and I am a graduate of Morehouse College, Atlanta, Georgia. Having done more than half of my work for the master's degree in French, I am able to teach French, English, and Social Sciences.

Of course my degree at Morehouse was taken in English. But my degree of the masters of Arts is being taken in "French".

BETHUNE-COOKMAN COLLEGE
ARCHIVES

For reference concerning my ability in French and English, I refer you to Mr. G. Chandler, professor of English, at Morehouse College.

I may be reached from now until September 18th at Atlanta University, Atlanta, Georgia. (Of course you know that I am a graduate of your School.) in the year of 1935. This application is mainly for the position of teaching French; but, as it has been stated previously, we are able to teach English and Social Sciences also.

I will appreciate a consideration of this letter in the desired manner that you will give it.

Conscientiously
Mr. Johnny Hodge
Atlanta University
Atlanta, Georgia.

Acknowledge

1849 Third Street, N.W.
Washington, D.C.
September 5, 1939

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary McL. Bethune
Bethune-Cookman College
Daytona Beach, Fla.

Dear Madam,

I am applying to you for a position in your school as teacher of English or history. I hold the degrees of B.S. in Education and M.A. in English. My undergraduate training consists of three years of study at Howard University and one year at New York University, from which I was graduated in 1933. My work for the master's degree was completed at Howard University in August, 1938.

While a student at Howard University it was my good fortune to receive several honors. During my freshman year I was awarded the Kappa Alpha

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Psi [illegible] for maintaining the highest average in my class. When I was a junior I was elected to the Kappa Mu Honorary Society.

For the last year I have been employed as teacher of English at one of our Southern colleges, from which I can secure a reference at your request. The desire for a more remunerative position is responsible for this application.

For further information regarding my training and character you may write the following persons:

Dr. C. E. Burch
Howard University
Washington, D. C.

Prof. J. C. Grant, Jr.
Howard University
Washington, D. C.

Respectfully yours,
(Mrs.) Alice E. Holley

Vacancy has
been filled for
Thank her qualifica,
calling to our attention.

47 Ballard Street
Wadesboro, N. C.
September 7, 1939

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Dr. Bethune:

I learned thru Miss Pryor that there is a vacancy at Bethune-Cookman College in the Home Economics department. If you still need a teacher I would like to be considered for the position.

I am a graduate of the Winston-Salem Teachers College, Winston Salem, N. C. and have a B. S. Degree and a certificate in Home Economics and science with six years experience.

For recommendation I refer you to Miss C. F. Dennis, State Supervisor of Home Economics Education, Raleigh N. C. Dr. F. L. Atkins, President of Winston-Salem Teachers College, and to Mr. A. C. Caviness Principal of Brunswick County Training School, Southport, N. C.

Please let me hear from you.

Respectfully yours,

A. O. Thomas
A. O. Thomas

Appli
Thank for
them
recommendations
Faculty
complete now but
if needs
we will
call upon
them
agencies -

MISSOURI STATE EMPLOYMENT SERVICE
AFFILIATED WITH
UNITED STATES EMPLOYMENT SERVICE

ST. LOUIS OFFICE
3000 LOCUST ST.
ST. LOUIS, MO.

SEPTEMBER 6, 1939

PRESIDENT MARY MC LEOD BETHUNE
BETHUNE-COOKMAN COLLEGE
DAYTONA, FLA.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

DEAR MRS. BETHUNE:

AS FALL APPROACHES YOU ARE DOUBTLESSLY SHAPING YOUR FACULTY INTO FINAL FORM.

IT MAY BE LIKELY THAT AT THIS LAST MINUTE YOU ARE IN NEED OF ANOTHER TEACHER. YOU MAY NEED SOMEONE WITH SOME PECULIAR QUALIFICATION OR EXPERIENCE THAT WOULD FIT THEM TO TEACH SOME PARTICULAR COURSE. FOR EXAMPLE, WE COULD FURNISH YOU:

1. FEMALE - TO TEACH JOURNALISM AND ENGLISH, HAS A PHI BETA KAPPA KEY.
2. FEMALE - TEACHER OF DENTAL HYGIENE, GRADUATE DENTIST, WITH TEACHING EXPERIENCE AND EXPERIENCE IN THE ROCHESTER DENTAL DISPENSARY.
3. FEMALE - WITH NEBRASKA STATE TEACHER'S CERTIFICATE AND TWO YEARS EXPERIENCE WITH RELIEF AGENCIES.
4. FEMALE - MASTERS IN SOCIOLOGY, TWO YEARS TEACHING EXPERIENCE.
5. FEMALE - TWENTY YEARS OF EXPERIENCE TEACHING SPEECH, GRADUATE OF DENVER UNIVERSITY.
6. FEMALE - MAJOR PHYSICAL EDUCATION, B.S. FROM ARIZONA STATE TEACHERS COLLEGE.
7. MALE - MASTERS FROM COLUMBIA, MAJOR ENGLISH AND MATHEMATICS.
8. MALE - MASTERS FROM ILLINOIS UNIVERSITY IN EDUCATION AND VOCATIONAL GUIDANCE.

THE ABOVE REPRESENTS ONLY A SAMPLE OF WHAT WE HAVE IN OUR FILES. IN THE EVENT WE CAN SERVE YOU, DO NOT HESITATE TO USE THE RESOURCES OF OUR SERVICE. OUR SERVICE IS FREE TO BOTH EMPLOYER AND EMPLOYEE.

VERY TRULY YOURS,

MISSOURI STATE EMPLOYMENT SERVICE
C. R. KAMMERER, SUPERVISOR
Henry T. Hardin
MID-CITY OFFICE

Please acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

90 Fitzgerald St.
Atlanta, Ga.
Sept. 14, 1939

Dr. Mary Claud Bethune
Bethune-Cookman College
Daytona Beach, Fla.

Dear Madam:

I wish to submit my application for employment as a teacher in the history department of your institution.

My qualifications are as follows: Graduate of Morehouse College, class of 1938; have completed twenty-four (24) hours work, including the departmental comprehensive examination and a thesis which is being prepared for the typist, toward a master's degree in history at Atlanta University; and I am also prepared to teach economics, having taken thirty hours of work in

BETHUNE-COOKMAN COLLEGE
ARCHIVES

the said field while a student at Morehouse College.

As to my character and ability, I am permitted to refer you to the following:

Dr. R. E. Clement
President, Atlanta University
Atlanta, Ga.

Dr. Rushton Coulborn
Head of the History Department
Atlanta University
Atlanta, Ga.

Dr. C. D. Hubert
Acting-President, Morehouse College
Atlanta, Ga.

Mr. H. A. Robinson
Principal, Atlanta University Laboratory
High School
Atlanta, Ga.

Ruth Lofton Smith

I have been:-

Library Assistant
Social Worker
Dramatic Teacher

I worked on two projects for the W.P.A.
a.(White collar projects for negroes
(b.)(negro scholarships

(A copy of letter)

To whom it may concern:

Ruth Lofton Smith has been associated with me on the relief program over a period of years. She served as dramatic teacher in the South Jacksonville public school.

She has also assisted with "CCC" service and done varied community organization work. She is conscientious and energetic and I believe that an employer would find her both capable and loyal.

Frances A. Ewell
Executive Assistant to
Rolla A. Southworth, State Director
Professional & Service Division
Work Projects Administration

Turn over please.

I assisted my husband, Dr Smith in the $1,000 Memorial drive for the late Dr D. W. Roberts of St. Augustine, Fla. The Memorial Fount stands in St. Paul A. M. E. Church, as a monument to the deceased and a Baptismal Fountain for the church.

Librarian Joseph. F. Marron
Jacksonville Public Library recommended me for colored worker at Terminal Station Traveler's Aid Society - Reply - We are not using colored workers any more.
Oct. 10th 1939

I need work and so many of my good friends have tried to help me.

W. P. A. ADULT EDUCATION PROGRAM
of the
BOARD OF EDUCATION, NEW YORK, N. Y.
UNION BAPTIST CHURCH
240 WEST 145 ST.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

November 1, 1939

To whom it may concern:

This is to certify that I have known Miss Estelle Watkins since her childhood, having been one of her teachers when she was in school.

I know her to be diligent, well poised, and quite capable of performing any duties which may be assigned her in any professional capacity.

Respectfully,

Lillian T. Lyon

Lillian T. Lyon
Adult Education Supervisor,
Colonial Park District

Thayer Hall
Clark University
Atlanta, Georgia

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

[1939]

My dear Dr. Bethune:

I am a candidate for graduation from the Business Department of Clark University this coming June. I am very anxious to obtain a position in one of your offices if there are any vacancies or should any occur in the near future. I have written Mr. Simpson some time ago making application for a position, and he answered me saying that in case of any vacancies, I would be considered an applicant for the job. I am writing again asking that you will please remember me and consider me an applicant for a position for the school year 1939-40.

I might say that my experience in secretarial work is rather broad as you know. I have been employed in offices both here and at Bethune-Cookman College during my entire school (college) career. I do trust that the quality of my work done at Bethune-Cookman College will merit my being employed there again. As for references of my work done here at Clark, you may write Dean J. P. Brawley and Mr. M. E. Turrentine both of Clark under whom I have worked.

Thanking you in advance for any consideration shown me, and hoping to hear from you at your earliest convenience, I am

Respectfully yours,

Nadine Dickerson
(Miss) Nadine Dickerson

Please acknowledge

PHYLLIS WHEATLEY HOUSE
A COMMUNITY FUND AGENCY
809 ALDRICH AVENUE NORTH
TELEPHONE, CHERRY 3098
MINNEAPOLIS, MINNESOTA

President Mary McL. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear sir:

I am writing you in regard to employment as an instructor in Social Sciences, Sociology, and Social work. I will receive an M.A. degree in Social work with a minor in Sociology from the University of Minnesota in June, 1938. I have a first grade teachers' certificate from the state of Nebraska. I have also had experience in private and public agencies.

If you have a vacancy at your school, I shall be glad to make a formal application. I shall be pleased to send at your request any information that you might desire regarding my scholarship or character.

Very truly yours,
Henry Robert Thomas
Henry Robert Thomas

Teacher and Staff Applications 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Appl.

Box 1303
Okmulgee, Oklahoma
January 3, 1940

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

Please accept this as an application to become affiliated with the teaching staff of your institution.

I received the Bachelor of Science degree in Elementary Education and English from the Agricultural and Normal University at Langston, Oklahoma on May 26, 1937. I received the Master of Arts degree in Elementary Education from the University of Iowa at Iowa City, Iowa on August 4, 1939. I have had one year of teaching experience in the public schools of Oklahoma. I have also a knowledge of music and type with both speed and accuracy.

My special field of interest is elementary education, but my training also includes a major in English of thirty-eight semester hours, and twenty-three semester hours of Social Science.

If my application should interest you further, I shall be glad to furnish transcripts of my undergraduate and graduate work and references as to my ability and character.

Very truly yours,
Velma S. Deane
Velma S. Deane

Please acknowledge

Appli.

Knoxville, Tennessee
January 4, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs Bethune Cookman
Bethune Cookman College
Daytona Beach Florida

Dear Mrs Bethune:

Will you please consider this my application for a position as a teacher in your system?

On August the twenty-fourth nineteen-thirty seven, I graduated from the Agricultural and Industrial College of Nashville, Tennessee, with a B.S. degree, and I have had two and one half years of my work at Knoxville College.

It was our good fortune to have you as our commencement speaker. However I doubt very seriously whether you remember me as you met so many students that day. I fell in love with you commencement day and have desired to be near you since. On my way to Miami I stopped in Daytona, and like it very much, My major is Home Economics; however, I am qualified to teach the following subjects: Education, Science, Biology, French, General Science and Chemistry.

Mrs. Bethune if you can give me work I will appreciate it very much. I worked for my education and am the whole support of my mother.

With reference as to my character and ability I refer you to the following:

Mrs and Mrs. J. M. Davison
1006 Aberdean Road
Nashville, Tennessee

Mr. I. R. Davis
Principal of Austin High
Knoxville, Tennessee

Mrs. R. Booker
Food Department, A. and I. State College
Nashville

Mrs. Cora Springer, Home Economics Dept,
Nashville, Tennesse

Sincerely yours
Eula Mae Gainey (Miss)

Gus acknowledgment

P. O. Box 571
Tuskegee Institute,
Alabama
January 7,1940

Mrs. Mary Mc Leod Bethune, President
Bethune - Cookman College
Datona Beach, Flordia

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mrs. Bethune:

Knowing you to be a Nationally Known Leader in a broad construction field for the advancement of the Negro Youth together, with gaining equal rights and privlidges for the Negro I am, more than sure that through your wide study, contacts, and essence of supreme ethics displayed by you for the Negro, you very often have opportunities for some worthy person to fulfill.

I graduated from Tuskegee Institute, in May 1938, received my B. S. degree in Commerical Industries, with a five-year engineering course in plumbing and steam-fitting. Since that time I have been employed by both the Mechanical and Maintenance Department of this institution.

For the past eight months I have been and am at present the Superintendent of the Mechanical Equipment of plumbing, heating and ventilation of the new building now under construction for the United States Extension activities. Located at Tuskegee Institute, Alabama.

During my time as a student I had much practical work in my selected field, and I was responsible for a great number of plumbing and heating jobs, which I think together, with my general maintenance experience and training would allow me to qualify for the following jobs or positions,
To teach, direct, practice or have maintenance charge of plumbing, heating and ventilation.

I am also interested in Industrial Democracy for Negroes. Enclosed, please find letter for a survey that I am making.

I would greatly appreciate through your work of the Negro Youth Administration that when you meet with such opportunities for some one with the above qualifications to please consider my application.

I shall be very glad to furnish you with references as to my ability and character.

May you continue to have success through your determination for the advancement of the Negro Youth in the year of 1940 and those succeeding together, with our appreciation for the same, I am

Very truly yours,

George H. Clark

George H. Clark

BETHUNE-COOKMAN COLLEGE
ARCHIVES

371 Edgecombe Ave.
New York, N.Y.
Jan. 8, 1940

The Principal
Bethune Cookman Ins.
Daytona, Fla.

Dear Sir,

If a vacancy should occur in your school for a teacher I am applying for the same.

Information of my qualifications is as follows

Age: 25

Graduate of North Carolina College for Negroes Durham, N.C. June 8, 1937

Received an A.B. Degree in History and English

Three months Practice Teaching in the Hillside Park H.S. Durham, N.C.

I am at present an employee of the Beauty Robe Shop, Mfg., 34 East 30th St. New York, N.Y.

For reference concerning my background, character and training you may write the fallowing persons:

Dr. D. J. Jordan, Hist. Instructor,
N.C. College, Durham, N.C.
Dean J. T. Taylor
N. C. College, Durham, N.C.
Mrs. J. M. Hubbard
612 Dupree St. Durham, N.C.
Mrs Mary L. Shaw
Mary Potter School, Oxford, N.C.

I feel that if I am appointed I will prove worthy of the responsibility which will be vested in me in helping to mold and shape the lives of the children who may be entrusted into my care.

Thanking you for any consideration which I may receive from you.

I am
Respectfully yours,
Estelle Watkins

Send Acknowledgement

B.,

IRVIN A. ENGLE, S. T. D.,
Minister

MISS EDITH M. CURL, A. B.,
Director of Christian Education

First Methodist Church
498 SIXTH STREET
San Bernardino, California

January 10, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Pres. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Friend:

In addressing this letter to you I am applying for a teaching position on your honored faculty. If you will not have a vacancy next fall you will not be interested in the rest of this letter. For years I have looked towards the teachin ministry, but I have been so successful in the pastorate that I could not bring myself to face the salary reduction which teaching would mean.

For the last ten years my church young folks, many other friends, and some of my District Superintendents have said, not infrequently, "You ought to be teaching in college where a larger group of young people could have share in your experiences and training."

Only recently my District Superintendent urged me to make the break now. That is not because of my being unsuccessful, for I am at the top of my profession. For years I have held some of our best appointments with church membership as high as 1600. My salary since 1923 has been from $3000 to $3700 when not in school.

I have four college and university degrees--A.B., Morningside; M.A., Boston; M.Th., University of Southern California; S.T.D., Temple. Then last year I took seminars at both Claremont Colleges and the University of Redlands.

I have taught at the Spanish American Institute, Gardena, at Summer Institutes, Schools of Religion, etc. Last semester I gave a course in the Psychology of Personality" at the San Bernardino Junior College. I have had laboratory experience several times as an assistant - in biology and social science,

For the past eight years I have been a member of the Conference Board of Education. Yearly I have taught at from one to three Epworth League Institutes and was Dean of one of our largest ones. I write extensively for church and secular press. For some years I have been an assistant secretary of our Annual Conference. I am a Mason and a member of the Lions Club. I wear two Scholarship Keys, my name appears in "Who's Who in the Clergy." I am an Eagle Scout.

In my undergraduate work I took a double major in Education and Psychology and in Biology. For my M.A. I worked in Sociology and Religious Education. For my M.Th. I worked in Sociology and Bible. For my doctorate I worked in Sociology, Psychology and Bible. Hence, my background is thorough for these fields.

I am seeking work in one of our Negro Colleges in preference to White schools because of my sympathies with the coloredppeople and partly in answer to an inner urge to fulfill an early desire for mission ~~your~~ work. All I am asking is a salary to meet the needs of life.

IRVIN A. ENGLE, S. T. D.,
Minister

MISS EDITH M. CURL, A. B.,
Director of Christian Education

BETHUNE-COOKMAN COLLEGE
ARCHIVES

First Methodist Church
498 SIXTH STREET
San Bernardino, California

For reference I offer the following:

Dr. George H. Mound, formerly head of the Department of
Psychology, University of Southern California
714 South New Hamshire Street
Los Angeles, California

Dr. Ray G. Base, Instructor
Santa Monica Junior College
Santa Monica, California

Dr. Oliver M. Butterfield
678 Riverside Drive
New York, New York

Dr. F.G.H. Stevens (my District Superintendent)
R. 1 Box 200 B
Pasadena, California

Prof. W.W. Mather
Chaffee Junior College
Upland, California

Rev. Wendell B. Kramer
Methodist Church
Richmond, California

Dr. Paul Helsel, Department of Philosophy
University of Southern California
Los Angeles, California

Dr. Merton E. Hill, Department Education
University of California
Berkeley, California

Pres. Stanley E. Grannum
Sam Huston College
Austin, Texas

I can teach numerous crafts for hobby groups and have radio experience. I speak each week over station KFXM: At present I am pastor advisor for our Alliance Epworth League. I have attended many state and national young peoples' conventions, and served three years at Whittier where Whittier College is located so that I am in close touch with college life.

With these facts before you I place myself for your consideration.

Irvin A Engle

IAE:bh

Please acknowledge

61 West 99th Street
New York, N.Y.
January 10 1940

Dr. Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Fla.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Dr. Bethune:

I wish to apply for a position in your school as an instructor of Home Economics, or as dining room or cafeteria manager.

Following is an outline of my experience and education:

I have had four years of teaching experience in the schools of South Carolina.

I am a graduate of South Carolina State College, holding the degree of Bachelor of Science in Home Economics.

At present I am at New York University working toward the Master of Arts degree.

In addition to this I am taking cafeteria management at the Harlem Branch Young Men's Christian Association.

I shall appreciate your kindest consideration.

Sincerely, Roberta J. Christie

Please acknowledge

227 Russ Street
Bainbridge, Georgia
January 12, 1940

Mrs. Mary M. Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs. Bethune:

Please consider me an applicant for a position as Secretary or any form of clerical work should you have a vacancy. If you have no vacancy will you kindly refer me to someone or place where there may be an opening in my line of work.

I am a graduate of the Business Administration department of Morris Brown College. Since graduation I have served as secretary to the Manager of the Atlanta Life Insurance Company, branch office Bainbridge, Georgia. For the past four years I have been Cashier for the same Company in Chattanooga Tennessee.

I refer you to the following persons as to my character and ability:

Mr. H. W. Russell,
Asst. Agency Director
Atlanta Life Insurance Co.
Atlanta, Georgia

Mr. A. J. Oakes, Manager
Atlanta Life Insurance Co.
Box 646
Chattanooga, Tennessee

Mrs. A. E. Hutto, Principal
Hutto High School
E. Planter Street
Bainbridge, Georgia

If you find it possible to help me your kindness will be deeply appreciated.

Yours truly,

(Miss) Eurkie Lee Smith
Eurkie Lee Smith

Please acknowledge

138 Clingman Avenue,
Asheville, North Carolina,
January 12, 1940.

President Mary McLeod Bethune,
Bethune - Cookman College,
Daytona, Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Mrs. Bethune:

I am applying for a place on your summer school faculty, in case of a vacancy.

My high school work was completed at Stephens-Lee High School, Asheville, N. C.; college, Wilberforce University, Wilberforce, Ohio, B. A; graduate work, Howard University, Washington, D. C., M. A. 1934; summer work, Northwestern University, Evanston, Illinois, 1938.

I have had six years of experience. My field is History (American).

I am Head of the Department of Social Studies at Stephens-Lee High School. I am prepared to teach any subject in this field.

I will be ready for work not later than June 3rd.

I refer you to Dr. Charles H. Wesley, Head of the Department of History, Howard University, Washington, D. C. Principal Albert E. Manley, Stephens-Lee High School, Asheville, N. C. Mr. N. H. Martin, comptroller of the Central Life Insurance Co., Tampa, Florida. (1416 N. Boulevard)

Very truly yours,

Elynora F. Martin

Elynora F. Martin (Miss)

Please acknowledge

West Virginia State College
Institute, West Virginia
January 15, 1940

President Mary McL. Bethune
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear President Bethune

Will you please consider my qualifications in the event that it becomes necessary to make a change in your school?

I shall be graduated January 29, 1940, from West Virginia State College with the degree Bachelor of Science in Education, and shall receive a first class high school certificate which will enable me to teach mathematics and English in the state of West Virginia.

At various intervals I have assisted in the college mathematics and English departments. In addition to the courses offered in library science, I have had four years of experience in the college library.

Scholastically, I have maintained an "A" average in mathematics and a "B/" average in English, and shall be graduated magna cum laude.

During my college career I have participated in numerous extra-curricula activities, and have served in the following capacities:

Women's Senate	President and Secretary
Student Council	Assistant Secretary
Tri Sigma Math Society	Vice President and Secretary
Alpha Delta Sigma Honorary Scholastic Society	Secretary
College newspaper	Staff member
Delta Sigma Theta Sorority	President and Secretary
Le Cercle Francais	Member
Y. W. C. A.	Member

For further information concerning my qualifications you may consult the following persons:

President John W. Davis
West Virginia State College
Institute, West Virginia

Dr. Harrison H. Ferrell, Dean
West Virginia State College
Institute, West Virginia

Mr. A. B. Crawley
Professor of Mathematics
West Virginia State College
Institute, West Virginia

Mr. H. C. Thorne
Professor of English
West Virginia State College
Institute, West Virginia

Upon request I shall be pleased to submit my transcript and photo.

Sincerely yours

Mildred L. Rivers

Mildred L. Rivers

700 Bourbon, Street
Georgetown, Kentucky
January 17, 1940

Send acknowledgment

To the President of
Bethune-Cookman College
Daytona Beach, Fla.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Kind Sir:

If there should be a vacancy in your school during the ensuing year, I would appreciate it very much if you would give me some consideration.

I am twenty-three (23) years old, five (5) feet four (4) in height, weight one hundred and twenty (120) pounds, medium complexion, black hair, brown eyes, and a possessor of a sweet disposition.

I attended Clark University, and graduated from A & I State College in the class of '38 with the Bachelor of Science Degree.

My major was History, and my minors were English and Education. While in school I was outstanding in Extra Curricula Activities. I also have a fair knowledge of music having taken from Authorities in the field.

I intend to do graduate work this summer at the University of Michigan.

For reference you may contact the following:

Prof. M.R. Eppse
A & I State College
Nashville, Tennessee

Prof. A.A. McPheeters
Clark University
Atlanta, Georgia

and

(over)

Dr. H. E. Nutter
120 Jefferson, Street
Georgetown, Kentucky

Any consideration given will be highly appreciated.

Very truly yours,
Rose M. Thomas

Appli

420 W. Broadway
Ocala, Florida
Jan. 22, 1940

Dr. Mary M. Bethune
Bethune Cookman College
Daytona Beach, Fla.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

My dear Dr. Bethune:

I am desirous of obtaining a position at Bethune Cookman College as an instructor.

I am a graduate of the Florida A. & M. College and Columbia University. I also received my masters degree from the last named university last summer. My major field is mathematics and my minor is education.

I have had twelve years of teaching experience in the high school of this city.

You may consult Mr. E. D. Davis, my principal or Mr. Donn T. Mann, my superintendent relative to my efficiency.

If you find that you will have a vacancy during the Summer session or the winter session I shall be very glad to have you consider me.

Very truly yours,
(Miss) Mabel W. Smith

Please acknowledge

631 Randolph Street
Dayton Ohio
January 28,1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dr.Mary McCloud Bethune
Bethune-Cookman College
Daytona Beech,Florida

Dear Mrs. Bethune:

I am desirous of securing a position of teaching for the summer of 1940. If there are any openings in your school I should appreciate your consideration of my application. My training has been in the field of social science and education.

My qualifications are as follows:
1. Morton High School,Richmond Ind. Graduated in 1930.
2. Kentucky State College,Frankfort, (1930-32)
3. Ball State College,Muncie Ind. Graduated,1934,B.S.degree in science and social science.
4. Graduate work - Completed requirements for M.S. in Administration. Degree to be received June 13,1940

At the present I am teaching in the Dunbar High School,Dayton,O. Prior to this position I taught for four years in Owen County,Ky. For recommendations I refer you to the following:
1. Dr.Frederick McFarlane,Dunbar High School,Dayton
2. Dr. Harry Fitch,Dept.of Education,Ball State College,Muncie
3. Dr.Ralph Noyer,Dean,Ball State Teachers' College,Muncie
4. Dr.R.B.Atwood,President,Ky.State College,Frankfort Ky.
5. Mrs.Ella H.Harreld,459 Tatnall St.Atlanta,Ga.

Sincerely yours,

M. L. Ramey

Send acknowledgment

69 Morris St. Apt. 10
New Rochelle N.Y.
1/28/40

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. M. Bethune.
Washington D.C.

Dear Mrs. Bethune.

In view of a possible vacancy in general Science, Sociology or physical education or Health I would like to file an application in your school.

I have just received the M.A. degree from New York University and received the B.S from Howard June 1938.

I am twenty four years of age and a member of Bethesda Baptist Church New Rochelle New York.

The only teaching experience I have had was done while in College, at Francis Junior High School for eighteen weeks, under the direction of Mrs. Audrine Ryan.

I can refer you to such persons as Mr. Lester B. Granger formerly of the Bordentown school and the National Urban League at present of the Welfare Council of New York City; Mr. Gregory, Director of the Harlem Children's Center of the New York Children's Aid Society; Mrs. Elizabeth Mc Duffie of the White House Washington D.C.

May I ask your consideration of the above qualifications if and when a vacancy should develop?

Very Truly yours,

Hazel Dixon

~~Appi~~
Please acknowledge

333 Means Court
Fort Pierce, Florida
January 30, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary McLeod Bethune
c/o Bethune -Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

I am a young man in the teaching profession and I am desirous of moving to another field or locality where my desire forserve will not be quite as inhibited as it is under present conditions.

I have studied at Temple University at Philadelphia and at the Florida A and M College, receiving my baccalaureate degree from the latter. This summer I plan to begin work towards the Master of Arts degree in Spanish to which I am naturally adapted since I am a native of Cuba.

I have had extensive experience in work with young people and in social work. During my college years I headed the recreation division of the Y.M.C.A. I am interested on social work as well as education. I find both fields impregnated with opportunities to serve and to grow.

I shall be appreciative of whatever you may be gracious enough to offer along the line of counsel, recommendation or position.

Respectfully yours,

Francisco A. Rodriguez

Francisco A. Rodriguez

Send acknowledgment

1011½ Lamont St. N.W.
Washington D.C.
January 31, 1940

Bethune-Cookman College
Daytona Beach
Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs. Bethune,

I wish to file application in your office for the position of instructor of Social Studies in case such a vacancy should occur. I hold the Bachelor of Science Degree in Education from Miner Teachers College, Washington D.C., where I pursued several courses over and above those required for the degree. While at the college I served as president of the Forum Club under the sponsorship of Dr. T. I. Brown.

Here in Washington I have been engaged in social and civic work for many months. In 1939 I served as Chairman of the Civil Liberties Commission of the Washington Youth Council. I have also been affiliated with the Pleasant Plains Civic Association, the Y.M.C.A., the Social Hygiene Institute of the Washington Youth Council, and the Sunday School of the First Baptist Church, where I have taught for ten years.

I shall be glad to send a full record of my college credits at any time.

The following persons will be glad to furnish reference as to my character and ability:

Dean Gertrude Woodard
Miner Teachers College
Washington, D.C.

Prof. I.C. Baker
3011 11th St. N.W.
Washington D.C.

Dr. C.Y. Harris
2316 E St., N.E.
Washington D.C.

I shall greatly appreciate any consideration which you may see fit to give this letter.

Sincerely yours,

William A. Dailey

William A. Dailey

Send acknowledgment

February 1, 1940.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary McLeod Bethune,
Bethune-Cookman School,
Daytona Beach, Florida.

Dear Madam:

Sargent Johnson suggested that I write to you in connection with my desire to teach and work among the colored people.

For many years I have had a strong belief in the importance of craft work in the educational field and feel confident that much of a beneficial nature could be accomplished.

For the past year I have been and am employed as a supervisor and teacher in the weaving department of the W. P. A. Handicraft Project in San Francisco. The one hundred and fifteen people working with me came to the project with no knowledge or background in this or any other craft. From my point of view the accomplishments have been extremely satisfying and I believe that my training and experience for many years in this field amply qualify me to carry on the work.

I should be very willing to work in any locality where the training would be most beneficial but am particularly interested in New York if such a need exists there. I should be more than grateful for your advice as to what course I should follow in becoming located.

Yours very truly,

Enid Schmidt

Enid Schmidt
2832 Sacramento St.,
San Francisco, Calif.

Send acknowledgment

Wilberforce University
Box 272
Wilberforce, Ohio
February 1, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

President Mary McLeod Bethune
Bethune Cookman College
Daytona Beach, Florida

Dr. Mary:

Do you know yet whether or not there will be any vacancies in your plant next year?

I am applying for a position as a teacher in the Industrial Arts Department.

I am a candidate for the Bachelor of Science degree in June, with a major in Industrial Arts and a minor in Education. I am in excellent health and willing to assist in any extra-curricula activities connected with the school.

I taught three months in Cairo, Illinois Community Center in 1937 and during the summer of 1938(volunteer) in the N.Y.A. set-up in Cairo, Illinois.

Today Wilberforce University is an accredited institution in the North Central Association of the American Colleges and Universities.

This summer I shall start my graduate work in Industrial Education at Ohio State University.

For references I submit the names of the following individuals:

Mr. Albert Dixon
600 Stewart
Lockland, Ohio

Dr. J.H. Robinson
Dean of the College of Liberal Arts
Wilberforce University
Wilberforce, Ohio

Professor James R. Anderson
Industrial Arts Department
Wilberforce University
Wilberforce, Ohio

(Your kind consideration of this application will be appreciated by me)

Mr. Paul R. Roberts
787 St. Nickolas Apt. 4
New York City

Mr. [illegible]

Mr. Lynell Mason
Lincoln High School
Kansas City, Missouri

Mr. Ray Middleton
Wilberforce University
Wilberforce, Ohio

Very truly,

Hardie Pierce

Send acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

King Tutsoy Jr.
632 ½ 22nd St. So
St. Petersburg Fla.
February 3. 1940

Dear. Mrs. Bethune

how are you feeling today I am Well and hope you are The Same. I learned from a friend That you Wanted a young man Cable of handling young boys In a Drum and bugle Corps. I Would like verry much to fill The space and like to have The Chance. I am Noted all over The state of Fla. Ga, North Carolina. for being The Greatest bugler ever Known. I would to help you Get orgnized. and That you Will Give me the necessary Information Concerning The Corps. I am over the Sons of The American legions Drum and bugle Corps. In St. Pete White and Colored boys. I am yours.

Respectfully. King Tutsoy Jr.

Sons Of Veteran
Post. No. 109

50. bugles-
50. Drums.

Appli.

552 Massachusetts Avenue
Boston, Massachusetts
February 6, 1940

Mary Mc L. Bethume, President
Bethume-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Madam:

In applying for the position as a pianoforte normal teacher or an assistant, I am placing before you the following qualifications hoping they will meet your requirements.

I am a young man twenty-five years of age, and I was born in Newport News, Virginia.

I am a graduate of Orange High School in New Jersey, and for the past five years I have been studying at the New England Conservatory of Music in Boston. Some of the subjects included in this course leading toward a degree are solfeggio, harmony, general psychology, stage deportment, and choral practice.

Although the most of my experience has thus far been confined to practice teaching in the school, where I am attending. The student gains an actual experience by teaching under the observation and direction of supervisors by whom examinations are given at stated periods.

In addition to the work in the school I have had experience in teaching private piano lessons, and doing quartet work, and directing in summer camps. Since October I have been broadcasting over station W M E X in Boston. I have given public appearances in the following cities: Miami, Florida; Orange, New Jersey; New York, New York; and Boston, Massachusetts.

If any further particulars are necessary, I shall be glad to answer by letter to the foregoing address. Will you give me the pleasure of hearing from you at your earliest convenience?

Respectfully yours,

Sutherland Parker

Sutherland Parker

Appli. Please acknowledge

475 W. 145 St., Apt. 1B
New York City, New York
February 8, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary M. Bethune
President
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

I wish to apply for a position as teacher of high school English in your school for the year 1940-41.

I am a graduate of the College of Liberal Arts at Iowa University with major credits in English and minor credits in history and sociology. I have had one year of teaching experience in the high school division at Florida Normal Institute, St. Augustine, Florida.

My capabilities are not limited to the classroom. I can organize, direct, and help with activities pertaining to dramatics, creative literature, physical education and community projects.

I am twenty-two years old, five ft.-eight in. tall and weigh one-hundred and fifty pounds. I am in the best of health, enthusiastic about life itself, and am anxious to prove that I can do the job expected of a conscientious, well-trained and resourceful teacher.

I hope that you will have a place on your staff that I can fill.

The persons whose names follow are able and willing to recommend me: Professor A. L. Montgomery, Wilberforce University, Wilberforce, Ohio; Dr. H. F. Morgan, Iowa University, Iowa City, Iowa; and Miss Sarah Blocker, Florida Normal Institute, St. Augustine, Florida.

Respectfully yours,
Ernest Baer Johnson

President
Arenia C. Mallory

Secretary
Marguerite Cooper

Chmn. of Board
J. H. Henderson

Dean
Eula V. Sims

THE SAINTS INDUSTRIAL AND LITERARY SCHOOL
LEXINGTON, MISS.

Emphasizes: Philanthropy, Christianity, Culture, and Efficiency

PRESIDENT'S OFFICE

Send acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Feb, 10th 1940
P.O. Box 492

Mrs Mary McLeod Bethune
Bethune-Cookman College
Datona Beach, Fla.

Dear Mrs Bethune:

I am sending my application applying for a position in your school for the ensuing school year 1940-41.

I am a graduate of the Elizabeth City State Teachers College, Elizabeth City, North Carolina having had twelve (12 yrs) years of experience. I am at present a member of the faculty of the above named school where I have served this being my second year serving as music instructor along with high school literary work.

I respectfully refer you to Mrs Arenia C. Mallory Belden (former president of this institution) whose address is: 175-20 109 Ave 176th St., Jamaica L. I. N.Y. for reference.

I trust you will find my application favorably and assuring you of my sincere, earnest and loyal support, I am,

Faithfully Yours
(Mrs.) Willie Lee Gilbert

Please send acknowledgment

1949 Taylor St.
Hollywood, Fla.
Feb. 12, 1940

Mrs. Mary McLeod Bethune, President
Bethune-Cookman Institute
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs. Bethune,

I am writing at this time to ask that I may be considered as an applicant for a position on your faculty as instructor in French or English. I have two degrees in the field of Romances Languages (A.B. & M.A) from Colorado University and I also have had three years of experience in a Southern negro College.

At present I am working in Hollywood, Florida and if you are interested I should greatly appreciate the honor of a conference with you. I know that you are a very busy woman and that your time is valuable indeed, and any day that you say will be agreeable with me although Thursday afternoons are most suitable for me.

I like Florida and also my people here and it would be a great pleasure working not only in the classroom, but also in the community.

Very truly yours,
A. Leland Ray

Appl.

38 West State Street
Athens, Ohio
February 12, 1940

President, Mary McLeod Bethune
Bethune-Cookman School
Daytona Beach, Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Madam:

In June 1940 I will be graduated from Ohio University with the Bachelor of Science degree. In my years of undergraduate study here I have majored in Zoology and in English. The environment in which your college is located has fauna and flora of special interest to me. Also your college is the type and size college in which I should like to pursue my career.

If there are or will be any vacancies in your staff I should like to be considered as an applicant in either of the above mentioned fields.

On the next page is a record of courses I have taken in my fields as an undergraduate. It is my intention to add to this list as I work on my masters degree this summer.

Any information you might desire will be sent to you if you will write either to me or to: The Bureau of Appointments, Ohio University, Athens, Ohio.

I would be glad to consider summer work if offered.

Sincerely,

J. Gray Clark

Please acknowledge

362 Ashland Avenue
Buffalo, New York
February 12th, 1940

Dr. Mary McCloud Bethune
President, Bethune-Cookman College
Jacksonville, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Dr. Bethune:-

It was my pleasure and privilege to have met you when you were here in Buffalo last fall addressing a meeting at the First Presbyterian Church in this city.

I expect to graduate from the State Teachers College here in Buffalo in June of this year with a degree of Bachelor of Science in Education.

There are only a few colored teachers in the Buffalo City School Department, and I am informed that it has been the practice to keep the number of colored teachers at about the same ratio to the total number of teachers as the colored population bears to the total population. That ratio has been equalled or exceeded at the present time. There is a long waiting list, so-called, of teachers, most of whom are white persons but a few of whom are colored, who have passed the examination and are awaiting appointment in the city. For that reason, it is unlikely that any examination will be held in the near future. Because of these two reasons, it is extremely unlikely that I can be placed as a teacher in the Buffalo School System. My dean and the heads of my department have urged me to do whatever I can to secure employment elsewhere.

I would very sincerely appreciate any advice or assistance you can give me in obtaining a teaching position for next fall.

I became twenty-four years of age on January 11th of this year. I was born and raised at Franklin, Indiana, a county seat of about five or six thousand inhabitants near Indianapolis. After completing the Negro elementary school at Franklin, I entered Alva Neal High School which is attended by both white and colored students and completed the four year college preparatory course, graduating well within the first ten per cent of my class in June, 1933. After graduating from high school, I worked as a housemaid on a farm for a Mr. and Mrs. Cort Ditmars of Hopewell, Indiana, which is near my home. My father died when I was a small girl. My mother, Mrs. Bessie Wilhite and my brother, who is twenty-seven years of age, continue to live at Franklin.

After working on the farm for some time, I came to Buffalo at the suggestion of my mother's brother who was then employed here and I worked as a housemaid during the summer of 1935. The people for whom I worked then left the city and I was engaged as a housemaid by Mr. and Mrs. Theodore A. Burd, 362 Ashland Avenue, Buffalo, New York. That was in September, 1935. I have since resided at their house.

It had always been my ambition to become a teacher, but I had been financially unable. My employer's daughter, Miss Carol Burd, was then a freshman in high school and I was able to assist her with her Algebra and Latin. Mr. and Mrs. Burd talked with me about continuing my education and when they found that I was desirous of doing so, they assisted me in entering State Teachers College where I was admitted in September, 1936, and have since continued as a student. In the mean time, I have been working part-time, so to speak, as a student helper in Mr. and Mrs. Burd's home.

I should be most happy to have you refer to State Teachers College or any of the members of its faculty. If it would be better for me to give more particular list of references, I should be very happy to do so.

If it is possible for you to employ me, or should this not be possible, if you can assist me in procuring a position as a teacher elsewhere, I can assure you that I shall be most grateful to you and will do everything within my power to render thoroughly satisfactory service. I have especially enjoyed participation and practice teaching. The first semester of my current senior year which has just closed has been devoted almost entirely to participation and practice teaching. I was assigned to Public School No. 52. Thereaare no colored students at that school. I received a grade of "B" which was very gratifying to me. My mentor was kind enough to say that she had never previously had a practice teacher who so quickly gained the affection and respect of the students.

I do hope that you will forgive my writing this long letter about myself. I do so for the reason that I am very anxious to secure work as a teacher and I hope that you may find it possible to assist me.

Respectfully yours,

Evamae Wilhite

Evamae Wilhite

Please acknowledge appl

1310 Charles Street
Fredericksburg, Virginia
February 15, 1940.

The President
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Sir:

I am seeking a position in your school system. If there is a vacancy for which you can consider me, I shall endeavor to prove worthy of the opportunity to serve under you.

I have an A.B. from Howard University, College of Education, in History and from Teachers College Columbia University I hold the M.A. degree in History. I am a Second Lieutenant in the Infantry Reserve U.S.A. and hold a diploma from the American Baptist Publication Society for work completed in "Foundation Bible Study". I am qualified to teach courses in the Social Sciences and Education.

My teaching experience has been varied and covers nine years. The record of my teaching experience follows:

(a) Belview Elementary School 1931-32, Supt. T. Benton Gayle, Sherwood Forest Farm, Fredericksburg, Va.
(b) Welcome Elementary School 1933-34, Supt. T. Benton Gayle, Sherwood Forest Farm, Fredericksburg, Va.
(c) Ark Elementary School 1932-33, Appointed principal by Supt. Gayle; could not teach on account of broken leg but substituted when I recovered (2 mos. at Mayfield High School and several times at the Colored Elementary School, Fredericksburg, Va.) Teaching Adult Night School, Colored Elementary School, 1933-34, Fredericksburg, Va.
(d) Mayfield H. S. as teacher 1934-35, Supt. Guy H. Brown, Fredericksburg High School, Fredericksburg, Va.
(e) Mayfield High School as teacher 1935-36, Supt. Guy H. Brown, Fredericksburg High School, Fredericksburg, Va.
(f) Mayfield High School as principal 1936-37, Supt. Guy H. Brown, Fredericksburg High School, Fredericksburg, Va.
(g) Mayfield High School as principal 1937-38, Supt. Guy H. Brown, Fredericksburg High School, Fredericksburg, Va.
(h) Walker-Grant High School, Fredericksburg, Va., 1938-39 as Supervisor, Supt. Guy H. Brown, Fredericksburg, Va.
(i) Also served 1938-39 as Extension Teacher in History for Virginia State College, Ettrick, Va.
(j) Walker-Grant High School, Fredericksburg, Va. 1939-40 as Supervisor, Supt. Guy H. Brown, Fredericksburg, Va. I am also Extension Teacher in History again for Virginia State College, Ettrick, Va.

Some of the other experiences I have had may be listed as follows:

(a) Subscribing member of the National Council for the Social Studies; Mr. Howard E. Wilson, Secretary, Lawrence Hall, Harvard University, Cambridge, Mass.
(b) Second Lieut. Infantry, Reserve U. S. Army.
(c) Deacon, Superintendent of S.S., President of Usher Board at New Site Church, Fredericksburg, Va.
(d) President of City Wide Cooperative S.S. Drive, Fredericksburg, Va.
(e) Past Noble Father in the Odd Fellow's Lodge.
(f) Charter Member of the Colored Civic Club of Fredericksburg, Va. (acting President)
(g) Former President of the Historical Society of Howard University.
(h) Member of the Consumer's Union.
(i) Have coached successfully the major sports at the Mayfield High School and in the City of Fredericksburg, Va.
(j) Can coach Debating and Oratory.

For references you may write the following:

Professor J. C. Grant, Professor of English, Howard University, Washington, D. C.

Dr. Charles Thompson, Dean of Coll. Liberal Arts, Howard University, Washington, D. C.

Professor Peter Ridley, Dean of College Department, St. Paul's School, Lawrenceville, Va.

Professor Guy H. Brown, Supt. of Schools, Fredericksburg, Va.

Professor A. G. Richardson, Assistant Supervisor of Negro Education, State Board of Education, Richmond, Va.

If more information is desired, I shall be happy to supply it.

Very truly yours,

Paul E. Bowes

Paul E. Bowes

PEB:b

appl.

118 West 121st Street
New York, New York
February 15, 1940

Mrs. Mary L. Bethune
Bethune-Cookman College
Daytona Beach, Florida

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Madam:

I am interested in obtaining a position as a teacher in the public school system. I was awarded the degree "Bachelor of Education" and at the same time was granted a teaching certificate for special classes (Education of the Mentally Handicapped).

As a practice teacher, I had six four-week training periods. I also tutored children in mathematics and reading. As the only colored student in my class to pursue this field of work, I am quite anxious to put my theoretical teachings into practice. While at college, I was actively engaged in the following organizations: The Dramatic Club, International Relations Club, a member of the Library Staff, and a member of the business board of the Laurel Leaf, the college paper, participating actively in all college intra-mural sports.

This past summer I was appointed Assistant Playground Directress at the Basset Junior High School in New Haven, Connecticut, for a period of six weeks. My duties were to supervise a group of one hundred girls between the ages of nine and sixteen in individual and group sports, competitive sports, handicrafts, sewing, folk dancing, dramatics, and singing.

I am now a volunteer worker at the Y.W.C.A. in New York City; assisting Miss Patterson, head of the Health and Physical Education Department.

With the help of two friends I organized the Book-of-the-Month-Club and the College Club under the sponsorship of Mrs. Thelma Pruitt, Assistant Directress of the Dixwell Community House, as well as The Negro Youth Council.

I hope that you may act favorably upon my application for a position in your school. I shall be deeply grateful for an opportunity.

Sincerely yours,

Juliette M. Simmons

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Please acknowledge

2348 Shriver Avenue
Indianapolis, Indiana
February 15, 1940

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

I should like to apply for a position as teacher of education, social studies or English in your school. I am a graduate of Indiana State Teachers College Terre Haute, Indiana, holding an A. B. and A. M. Degree.

I have had three years experience as head of the department of history at Guadalupe College, Seguin, Texas and three years as head of the department of education at Swift Memorial College, Rogersville, Tennessee. With this experience and professional preparation, I feel confident I am able to master any position given me. Aside from my regular work of teaching History and education, I founded a Negro History fraternity which did some very creditable work.

If your system demands a formal application blank, I shall gladly fill out and remit the same giving additional qualifications and references.

Respectfully yours,

Arena Mae Horsley

(Miss) Arena Mae Horsley

appl.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Wells High School
Steubenville, Ohio
February 22, 1940

Mary M. Bethune, President
Bethune-Cookman College
Datona Beach, Fla.

My dear President Bethune:

Will you have any teaching position in English open next year, perhaps in your extension division--I am directing adult education here and have developed some competence in that field.

A number of my teachers have been colored. In 1933 I visited twentyfive Negro colleges, and through various inter-racial activities I have learned to know some of the joys and discouragements of racial work.

I have an MA degree from Harvard in Art history, a BD from Tufts in Comparative religions, an MBA from Northwestern in Personnel management, and an AB from Ohio Wesleyan in English. This is not a highly specialized training, but perhaps there is room for exponents of a broad culture, too.

Sincerely yours

Philip F. Mayer

Philip F. Mayer

Appli.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1730 Fifteenth Street, N. W.
Washington, D. C.

February 24, 1940

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

Please accept this letter as an application for a position as teacher at your institution. I have the degrees of B. S. (cum laude) in Commerce and M. A. in Economics, both of which were awarded by Howard University. The latter degree was received in June, 1938.

I am prepared to teach specialized courses in either Commerce and Finance or Economics as well as general courses in the field of the Social Sciences. In addition to my academic preparation I have had four years of experience in banking and accountancy in responsible capacities. I have also been a teaching and research fellow for the Department of Economics at Howard University.. At present I am an instructor in the Department of Commerce and Finance at Howard University.

I shall be glad to furnish any additional information, credentials and references which you may require.

Very truly yours,

James B. Mitchell

James B. Mitchell

940 St.Nicholas Ave., Apt.6F,
New York,N.Y.,2/28/40.

Mrs.Mary Bethune,
Dayton Beach,Florida,

My Dear Friend:

I am writing a reminder of application now on file,stating my qualifications.

The fields of my fitness are,Education,Social Science. and Public Speaking abd Dramatics.

I easily qualify in the three fields. I have had ample experience.Would be much pleased to serve with one of your high standing.

I am not afraid to work,willing to do things thought to be best. My record in North Carolina State College, and as Dean of the Normal Department of Langston University demonstrate my ability and loyalty.

I also compose music,direct singers,and dramas.

Should like work in Summer school.

Very Sincerely,

Luther Lincoln Henderson,M.A.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Appl.

Mississippi Industrial College
Holly Springs, Miss.
Feb. 28, 1940.

Mrs. Mary McLeod Bethune
President
Bethune-Cookman College
Daytona Beach, Fla.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dear Mrs. Bethune:

Sometime ago I sent in my application for a position at your school in your mathematics and Athletics departments.

Since then, I have acquired the position as Dean of Men and Athletic Director at this College, but I would still like to work at your institution if an opening should occur.

My summer address is 22 W. 18th Ave, Gary, Indiana.

You may receive references of my character and ability from the following:

Dr. William J. Clarke, Va. Union U. Richmond, Va.
Dr. John M. Gandy, Va. State College, Petersburg, Va.
Dr. Mark H. Watkins, Fisk University, Nashville, Va.
Mr. J.C. McFarlane, Dunbar High School, Dayton, Ohio

Mr. Jacob L. Reddix, Roos. High School, Gary, Ind.
Dr. Gordon Hardcock, Va. Union U. Richmond, Va.

Any Consideration that you give me shall be Greatly appreciated. Thanking You for your service in Advance I am

Very truly yours,
Howard H. Hill

Acknowledge

BETHUNE-COOKMAN COLLE
ARCHIVES

522 Flower St
Chester, Pa.
February 28, 1940.

The President
Bethune-Cookman College
Daytona, Fla.

Dear Madam:

In the event that you should need a teacher for the term beginning in September, 1940 I should like to be considered as an applicant for the position.

I am a graduate of Lincoln University and certified by the state of Pennsylvania to teach Mathematics, French, English and Spanish. I have done additional work at the State Teacher's College, Westchester during the summer session.

My experience includes teaching and coaching, Boy's Club Work, and Social Work. In addition to teaching I could serve in various extra-curricular activities. I believe I could be of service in a Character-building program.

Respectfully yours,
Frank Durnell.

Please acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

712 Levy Avenue
Beaumont, Texas
March 1, 1940

President of Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

I wish to apply for a position in your school as a teacher of mathematics for the summer term beginning June 1940. My qualifications are as follows:

I am a graduate of Fisk University. I received the A.B. degree in June 1932, and the M.A. degree in August 1939 from Fisk University with a major in mathematics.

During the last six years I have been employed as a teacher in the Beaumont City School system.

I can refer you, for information as to my ability and my character, to Mr. A. L. Price, Principal of Adams Elementary School, Beaumont, Texas, and also the following:

Professor R. T. Tatum, Principal Charlton-Pollard High School, Beaumont, Texas;
Dr. C. E. Van Horn, Professor of Mathematics, Fisk University, Nashville, Tennessee.

I shall greatly appreciate whatever courtesy you may show in consideration of this application.

Very truly yours,
(Miss) Annetta B. Baugh

acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Box 101
Hampton Institute
Hampton, Virginia
March 2,1940

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach,Florida

My dear Dr. Bethune:

Kindly consider this letter as application for a position as teacher of business subjects, economics and sociology, and/or as registrar or bookkeeper in the Bethune-Cookman College for the ensuing school year.

I am employed at Hampton Institute in the George P. Phenix Training School, the Institute practice school, in the capacity of teacher of general business training and in charge of student teaching in the commercial area. I am also in charge of the student banking system of the high school department of the school.

Before coming to Hampton, I worked in the Fort Valley Normal and Industrial School, now the Fort Valley State College, of which the late Dr. Henry A. Hunt was principal. While at Fort Valley I served for three years, 1932-1935, as office assistant and personal secretary to Dr. Frank S. Horne, then Academic Director and Acting Principal of the school. The nature of my work at Fort Valley was: the keeping and compilation of student records and transcripts during the regular and summer sessions; assisting with teaching materials and records of the extension department, and giving assistance in secretarial and clerical ways to the Acting Principal, the registrar, and the director of extension. Upon leaving Fort Valley to continue my studies at Hampton Institute I worked in the office of the dean of men for three years.

On completion of my work for the B. S. degree in commercial education, I returned to the Fort Valley State College, as office assistant in the Division of Vocational Education of the State Department of Education, under Alva Tabor, Supervisor of Agricultural Education in Negro Schools. This position I held from June, 1938 to December 1, 1939, when I came back to Hampton in my present position.

My training and experience in both personnel work and teaching leads me to feel that I may be able to contribute something to the unique program which you are administering. I should appreciate your kind consideration of writing to Dr. Horne and to Mr. Ross of the Phenix School, as well as any of the other references referred to on the attached sheet. I shall be glad to furnish you with any additional information you may desire.

With every good wish for your success, I am

Sincerely yours,

R D Kidd
Richard D. Kidd

STATEMENT OF PERSONAL DATA, EDUCATION AND QUALIFICATIONS OF RICHARD D. KIDD

I. Personal

Age: 29 Date of Birth: December 9, 1910 Place of Birth: Vidalia, Georgia
Present Address: Box 101, Hampton Institute, Virginia
Permanent Address: 142 Morris Street, Vidalia, Georgia
Marital Status: Single - Church Affiliation: Episcopalian
Health: Good - Height: 5 ft. 11 in. - Weight: 164 pounds

Present Position: Staff Teacher, General Business Training and Typewriting; In charge of student banking system at the George P. Phenix Training School, Hampton Institute. I am also in charge of student teaching in commercial subjects in the Training School.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

II. Education

High School: Central City College - Macon, Georgia - 1928-1932
Junior College: Fort Valley Normal and Industrial School (Now the Fort Valley State College) Fort Valley, Georgia - 1932-1934 - received junior college diploma from the Teacher-Training division
College: Hampton Institute, Hampton, Virginia -- 1935-1938; B. S. degree in Business (major in commercial education)

III. Teaching Experience

One year as teacher of general business training; and secretary to the Academic Director, Fort Valley Normal and Industrial School - 1934-35

Teacher of commercial subjects and in charge of student teaching in business in the George P. Phenix Training School, Hampton Institute - from December 1, 1939 - June 1, 1940

IV. Clerical Experience

Office assistant and secretary to the Academic Director, Fort Valley Normal and Industrial School - years: 1932 to 1935

Office assistant - Office of Dean of Men, Hampton Institute - 1936 to 1938

Since graduation from Hampton in June 1938 - office assistant and secretary Division of Vocational Education, State Department of Education, headquarters at the Fort Valley State College, Fort Valley, Georgia, to December 1, 1939

V. References

Mr. I. H. Ross, Principal, Phenix School, Hampton Institute, Virginia
Mr. L. C. White, Secretary of Records and Appointments, Hampton Institute
Miss E. C. Buckman, Acting Director, School of Business, Hampton Institute
Dr. Frank S. Horne, Assistant Consultant on Negro Affairs, United States Housing Authority (formerly Academic Director and Acting Principal of the Fort Valley Normal and Industrial School), 709 - 11th St., N. E., Washington, D.C.
Mr. Alva Tabor, Supervisor of Agricultural Education in Negro Schools, Division of Vocational Education, Fort Valley, Georgia

Done

107-34 171 Street
Jamaica, New York
March 3, 1940

BETHUNE-COOKMAN CO
ARCHIVES

Mrs. M.McL.Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

I am writing to apply for the position of English teacher in your school. I received my Bachelor of Arts degree from New York University in 1937, with a major in English and a minor in Education. Last June I was awarded a Master's degree in English from Teacher's College, Columbia University.

Teacher's College policy is that a student in the English department must pass a qualifying examination before being fully matriculated in that department. In addition, the official bulletin declares that anyone who wishes to be an English major must prove himself "acceptable to the department in speech,personality,cultural background, and other qualifications desirable in the prospective English teacher." A comprehensive examination for the Master's degree in English must also be passed before a student is able to graduate.

In my last semester I did practice teaching. My supervisors gave me very favorable comments as to my teaching ability. I have also been active in both my undergraduate and graduate years in extra-curricular activities.

Mr. Ginsberg and Prof. Abbott of Teacher's College, Columbia University, and Prof.Cargill of Washington Square College, New York University, are able to testify as to my ability. I shall be glad to supply any further information you may desire.

May I hear from you as soon as possible.

Very truly yours,

Gloria Baird

Gloria Baird

Send acknowledgement

BETHUNE-COOKMAN COLLEGE
ARCHIVES

421-A,W.Belmont St.
Pensacola,Fla.
March 3,1940

Dr.Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach,Fla.

Dear Dr. Bethune:

I am hereby making application for work as dietitian for the Summer Session at Bethune-Cookman College,Daytona, Beach,Fla.
My qualifications are a college degree from Paine college, Augusta,Georgia in home economics and five years teaching experience in the Douglas High School in Thomasville,Ga.
For reference I refer you to the following:
Dr.T.L.Long; 1017-N.6th Ave.;Pensacola,Fla.
Mr.Edward Rodrigeuz;Garrett Biblical Seminary;Evanston,Ill.
Miss Sadye Pryor;Pensacola,Fla.
Hoping that you may consider my application favorably,I am

Yours truly,
(Mrs) Thelma W. Brown

TWB/tb

~~Mitchell~~
Send acknowledgment

(Special)

UNIVERSITY OF DUBUQUE
DUBUQUE, IOWA

OFFICE OF THE PRESIDENT

BETHUNE-COOKMAN COLLEGE
ARCHIVES

March 6, 1940

President Mary McL. Bethume
Bethume Cookman College
Daytona Beach, Florida

My dear President Bethume:

I am writing in the interest of a fine Negro boy, who graduated from our college with a B.S. degree in January 1939. His name is Theatrece E. Gibbs. He has a major in physical education and minors in biology and sociology.

Mr. Gibbs is an excellent athlete, having won letters on our varisty football team and track team. In fact, he is one of the most outstanding athletes that we have ever had on this campus.

In addition to this, he is a gentlemen, gets along very well with people, and is a member of the Baptist Church. He desires to coach and teach physical education, and I feel sure that he will succeed in this field if given an opportunity.

If you have such an opening in your school or know of such an opening in another school, we should certainly appreciate this fine young fellow's getting a chance. We recommend him heartily to you.

His address is 611 West 8th Street, Dubuque, Iowa.

Yours sincerely,

Dale D. Welch

Dale D. Welch

DDW:LE

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Send acknowledgement

Art Department
Colored Agricultural & Normal University
Langston, Oklahoma
March 6, 1940

President Mary McLeod Bethume
Bethune -Cookman College
Daytona, Florida

My dear President:

Iam writing you for an Art and Mechanical job in your school.

I have B. S. 1927- Howard University; 42 hours of graduate work, 1930;nGreeley State Colorado; 11 hours graduate work- Iowa University, Iowa 1940(summer).

I have thirteen years of experineces at colleges and universities.

Two years of Mechanical Drawing experiences with Industrial and Trades Dept. here.

I am still employed at the above address.

I should like your earnest consideration for the summer 1940- and the school year.

I shall gladly send you transcripts, references and picture.

Iam thirty-two.

Very truly yours,
Miss Mildred L. Carney
(RC)

Send acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Friendship College
Rock Hill, S.C.
March 7 1940

My dear Mrs Bethune:

Please Consider this an application for a position on your faculty for the 1940-41 school year.

I am a graduate of Utah State College, With advanced work at the Univ. of Arizona and Wilberforce. My Major is physical Education With a minor in General Science. I am married and my Wife is a graduate of West Virginia State College With advanced work at Cornell; her major is Home Economics and minor, Chemistry.

I have served as head Coach here for two years & My Wife has headed the department of Home Economics for five.

Very respectfully yours.
Henry "Hank" Jones.

P.S. your acting president former secretary Mrs Prudence Clark McDowell knows me well.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

State Teachers College
Fayetteville, N. Car.
March 7, 1940

Mrs. Mary McLeod Bethune, Pres.
Bethune-Cookman College
Daytona Beach, Fla.

Dear Mrs. Bethune:

I wish to submit an application for a position as a librarian in your school.

I am a graduate of Clark University, Atlanta, Georgia, with a B.A. degree; and of Hampton Institute, with a B.S. degree in library science.

As to experience, I have taught five years in the high school system of North Carolina, and am now completing my fourth year at Fayetteville State Teachers College as a dormitory directress and part-time instructor.

With permission, I refer you to the following:

Miss Florence R. Curtis
Hampton Institute
Hampton, Va.

Pres. J.W. Seabrook
State Teachers College
Fayetteville, N. Car.

Pres. M.S. Davage
Clark University
Atlanta, Ga.

I shall be glad to give further information upon request.

Yours truly,

M. Irene Dixon

Sent acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1087 William Street
Elizabeth, New Jersey
March 7, 1940

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I would like to renew the application that I filed November 8, 1939 with the Bethune-Cookman College.

I would appreciate an opportunity to become associated as a staff member of the Bethune-Cookman College.

Although you do not know me personally, I am certain that you will give me your keen consideration when a vacancy occurs. With my experiences and educational training along with other qualities that are imperative for good teaching, I would be very resourceful if granted the opportunity to become a staff member of the Bethune-Cookman College.

Your consideration and assistance would be greatly appreciated.

I want to thank you for your letter of acknowledgment of my letter of application, and in the meantime I trust that you are well, and I send you my best wishes.

Yours sincerely

(Miss) Julia Beatrice Hawks

Julia Beatrice Hawks

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Bethune-Cookman College,
Daytona Beach,Fla.
March 9,1940

Mrs. B.L. Mitchell
Secretary of the College,
Bethune-Cookman College,
Daytona Beach,Fla.

Dear Mrs. Mitchell:

This letter is to acertain if you will be in position to give me employment for the present quarter so that I might be able to continue my studies. If you recall,I was out the second quarter. I learn that Waymon Nicks is not to retain his job in the Science Hall. I would like to take that particular job if it meets with your approval. Therefore I am using this letter as an application for the place in the Science Hall. Will you inform me at an early date if I can have this place.

Yours sincerely,

McKinley Lewis

McKinley Lewis

Send acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

728 N.State St.
Jackson,Mich.
March 9,1940

Pres.Mary Bethune
Bethune-Cookman College
Daytona Beach,Florida

Dear Mrs.Bethune;

If you have or expect to have a vacancy in your Mathematics Department or in your Chemistry Department,I wish to be considered as an applicant for the position.

I am sending you a record of my qualifications.I shall be very glad to furnish you with any further information about myself that you may require.

Yours truly,

James H. Seeney

James H.Seeney

Appli

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Wiley College
Marshall, Texas
March 11, 1940

Mrs. Mary McLeod Bethune
Bethune Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

I wrote to Mrs. Mitchell applying for a position as teacher in your school. Reverend McLeod, Wiley, suggested that I also write to you concerning the matter

I shall be graduated this August from Wiley College, Marshall, Texas, receiving a Bachelor of Arts degree with a major in English and a minor in French and German. My course of study also included thirty-five hours of education. I have been active in extra-curricula activities particularly along the religious nature.

I can furnish any recommendations that you might want and my scholastic record is available at any time.

I shall appreciate any consideration that you might show me in this matter.

T.T.B.O.D.

Very truly yours,

Myrtle Dargan

Myrtle Dargan

Application

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1223 W. 13th Street.
Jacksonville, Florida
March 11, 1940

Pres. Mary McCleod Bethune
Bethune-Cookman College
Daytona Beach, Florida.

Dear President Bethune;

In connection with our conversation concerning work in your printing shop for the on-coming school-term, I hereby apply for the job.

In addition I wish to add that if this position also includes work during the summer months, I can be reached through the above address.

Yours truly,
English Girardeau

Send acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

540 Quindaro Blvd.
Kansas City, Kansas
March 12, 1940

Mrs. M. McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

I should like to secure a position with you as an instructor of English or French during the Summer Session. I am a graduate of Indiana University, where I received both my A.B. and M.A. Degrees. I have since done a year's work as advanced study, a part having been completed at The University of Chicago. My major subject is English; my minor, French.

If you should need the services of an instructor whose qualifications are such as I have mentioned, I shall be pleased to give you any further personal data which you may desire.

Respectfully yours,
(Mrs.) M. B. Johnson.

Send acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

P. O. Box 463
Richland, Georgia
March 12, 1940

President Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Florida

My dear President Bethune:

If you have, or know of, a vacancy in the coming sessions of Summer Schools for a teacher of Music, would you please give this application your earnest consideration?

I attended Talladega College, Talladega, Alabama for two years and received my Bachelor's Degree in Music from the Florida A. and M. College. I have had three years of teaching experience, and feel that I am capable of doing good work.

If you wish further information or desire references, I should be glad to furnish you with it.

Thank you for whatever consideration you might give this application.

Respectfully yours,
(Miss) J. Yvonne Patten

Send ack

South McComb High School
J. L. BROWN, PRINCIPAL
McCOMB, MISSISSIPPI

BETHUNE-COOKMAN COLLEGE
ARCHIVES

March I2th, I940.

President Mary McLeod Bethune,
Bethune- Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune:

I am making application for a vacancy that may occur in your History or Social Science Department for the term of I940-'4I. I am very anxious to work in your college and be under your adminstration, as I have read and learned much of the standard of the college in general.

I was graduated from the Morehouse College, Atlanta, Georgia I930 with the degree, Bachelor of Arts, Major in History andSocial Science and minor in Education. I have done (4) four summers of seven (7) weeks each toward a M.A. degree, major in History and minor in Education and Social Science at the University of Wisconsin, Madison, Wisconsin.

I have held principalship of high schools in the State (Mississippi) for the past ten (I0) years; I am now principal of the South McComb High School, McComb, Mississippi of which position I have Held for the past (8) eight years. I was instructor in the State Summer Schools for teachers, namely, Alcorn A&M College, Alcorn, Mississippi and Magnolia at Magnolia, Mississippi.

I can master any of the History courses, Social Sciences and Education in the college or high schooldepartment sucessfully, if given a chance.

I also plan to futher my work on my advance degree this summer.

For recommendation as to my work, character and ability, you may write:

Dr. P.H.Easom,
Supervisor of Negro High Schools,
Jackson, Mississippi.

Mrs. Mildred Ellzy,
Supt. of Education,
Magnolia, Mississippi.

Dr. John Guy Fowlkes,
Education DEpartment,
University of Wisconsin,
Madison, Wisconsin.

Mr. H.E.Wardlaw,
McComb, Missipsippi.

Personal Information:
Health-good, Weight- I52 pounds, Height- 5' II'', Marital Status- married with one son (3 years old), Age- 32, Race- Negro, Church affiliate-ion - Baptist.

I shall appreciate any considerations shown for a teaching position on your faculty, and shall be glad to answer any questions you may desire to ask me.

Yours sincerely,
Jonel L. Brown
Jonel L. Brown.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Please acknowledge

DR. RENATO DEL MONTE
MEMBER OF THE FACULTY
ST. MARY'S COLLEGE, CALIF.

March 13 1940

Mrs Mary McLeod Bethune
President of Bethune-Cookman College
Daytona Beach, Fla.

Dear Mrs. McLeod Bethune:

Please accept this letter as an application for a teaching position on the faculty of Bethune-Cookman College.

Attached is an outline of my educational and professional background.

Very truly yours,

Renato del Monte

PERSONAL HISTORY

Dr. Renato Del Monte

Education:

Doctor of Philosophy in Letters and Philosophy, 1931, University of Naples

Doctor of Philosophy in Law, 1933, University of Naples

Doctor of Philosophy in 'Lettres Francaises', 1935, University of Grenoble

Teaching Experience:

Professor of Italian Literature and History at the Colleges of Rome and Naples.

Full professor of Philosophy at the University of Venice from 1936 to 1938. I was obliged to leave this position because of the recently instituted Italian racial laws.

Since August 1939, member of the faculty of Saint Mary's College in California, teaching three courses in Latin and Roman Culture.

Teaching Fields:

In addition to Philosophy and Critic of Literature, public examinations taken in Italy entitles me to teach Pedagogy, History, Economics, and Italian, French and Latin Languages and Literatures, also Roman Culture and Law.

Publications:

Natura, Arte, Capri	Napoli	Corr. 1929
Le Antitesti Fondamentali Del Classicismo E Del Romanticismo	Napoli	Pironti, 1933
Caratteri Di Venezia	Venezia	Gazzettino, 1936

References:

Senator Benedetto Croce, Via Trinita' 12, Napoli
Prof. Gino Luzzatto, University of Venice
Prof. Antonio Aliotta, University of Naples
Prof. Giuseppe Toffanin, University of Naples
Brother Albert , President of St. Mary's College, Calif.
Prof. Max Radin, Boalt School of Law, Univ. of Calif., Berkeley

Personal:

Age 31, single
Application made for American citizenship.

acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1441 12 Avenue Sou
Nashville, Te
March 13

Pres Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear President Bethune:

I shall be very grateful if you will consider this application for a position on your staff as secretary. My training has been as follows:

Graduate of Tennessee State College, Secretarial Commerce, 1937, receiving the Degree of B S, and ranking cum laude.

Completed 12 graduate hours in Library Science at Fisk University during 1939.

As to experience, please note the following:

Employed at Lincoln Institute, Lincoln Ridge, Kentucky, 1937-1939, as secretary-librarian.

Now employed by a local gynecologist, as secretary.

The following people will give references as to my character and ability:

Mrs W J Hale, Head
Secretarial Commerce Department
Tennessee State College
Nashville, Tennessee

Dean G W Gore
Tennessee State College
Nashville, Tennessee

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dr J A McMillan
1103 Ninth Avenue North
Nashville, Tennessee

Miss Rachel Taylor
Secretary of Y W C A
436 Fifth Avenue North
Nashville, Tennessee

Rev W P Offutt
2309 West Chestnut Street
Louisville, Kentucky

Miss Mae Graham, Librarian
College of William and Mary
Williamsburg, Virginia

Any consideration you may be able to give will be greatly appreciated. May I hear from you?

Sincerely yours,

Medora F. Hayes

(Miss) Medora F Hayes

Eloise

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Y. W. C. A.
2436 Canal Street
New Orleans, La.
March 13, 1940

To The President of
Bethune Cookman Col.
Daytona Beach Fla.

Dear Sir:

I am a graduate of Temple University with a B. S. degree in Education. I have seven hours of graduate work leading to a Master's degree in Personnel and Guidance at New Jersey State Teachers' College. I am now completing my first year's work at the Atlanta School of Social Work and, as a part of its program, am doing block field work heree at the New Orleans' Y.W.C.A.

I have had two years teaching experience, three years recreation experience, one year in a Department of Public Welfare, and additional training and experience in teaching and social work.

Should there be a vacancy in your institution in which the above qualifications would be of value, I shall gladly supply you with additional information concerning character, education, and experience.

Yours truly,

Dura E Rice

DURA E. RICE

H. R. HARRIS, Business Manager and Acting President. R. C. GRIER, Dean.

Georgia Baptist College
(FORMERLY CENTRAL CITY COLLEGE)
Under Auspices of The Georgia Baptist Missionary and Educational Convention
BOX 233
MACON, GEORGIA.

OFFICE OF THE DEAN

Appli

BETHUNE-COOKMAN COLLEGE
ARCHIVES

March 14, 1940

Mrs. Mary McCleod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

By virtue of my educational preparation which consists of graduation from Fort Valley Normal College, three years of college work at Hampton Institute and graduation from Columbia University, I am applying for a position in your school during the coming school year of 1940-41.

My major field is Health and Physical Education with a minor in English, courses which I pursued at Hampton Institute. While at Teachers College, Columbia University, I developed a desire to do administrative work and while attending summer school there during the coming session, I expect do graduate study in Educational Administration.

I have had wide experience in extra-curricular activities as as a participant and director, especially in athletics. I am at present dean of instruction at this school, having charge also of the athletic teams. I desire to change to better myself.

By permission, I refer you to Prof. Mabel Carney, Teachers College, Columbia University, New York City; Dr. Frank S. Horne, United States Housing Authority, Washington, D.C.; and Mr. Charles H. Williams, Hampton Institute, Hampton, Virginia.

Thanking you for your kind consideration, I am

Respectfully yours,

R.C. Grier
R.C. Grier

Acknowledge

WILEY COLLEGE
MARSHALL, TEXAS

M. W. DOGAN
PRESIDENT

BETHUNE-COOKMAN COLLEGE
ARCHIVES

March 15, 1940

Mrs. Mary McLeod Bethune
Bethune Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I am writing you this letter in the interest of Miss Myrtle Dargan whose name, I think, has been presented to you by our Professor E. C. McLeod, Department of Religion and Philosophy, for a position in your school the coming year. She is one of our best products, creates a fine cultural atmosphere, remains on our honor roll, and is in many ways most deserving. In addition to her scholastic accomplishments, she is outstanding in dramatics and is a splendid christian girl, taking the lead in YWCA work and other organizations on the campus. Please consider her as you form your faculty for next year.

Miss Dargan's major work is being done in English, and her minor is French. There is no doubt that she will make a worthwhile contribution to any school allowing her to work in the field in which she is preparing herself.

Yours very truly,

M. W. Dogan,
President.

b.

Please acknowledge

1301 West Clark Street
Urbana, Illinois

BETHUNE-CO
ARCHIV

March 16, 1940

Dr. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Fla.

Dear Dr. Bethune:

I will receive the degree of Master of Science in Bacteriology from the University of Illinois in June, 1940. I am fully qualified to teach all fields of my major science and general and invertebrate Zoology and Parasitology. I can furnish adequate recommendations as to my ability and qualifications both from the University and from the head of my department.

I should like to apply for a teaching position in your school, and shall be very happy to supply you with further information concerning myself.

Very truly yours,

Arthur H. Webb

Please acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1301 West Clark Street
Urbana, Illinois
March 16, 1940

Dr. Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

I will receive a Master's degree in Political Science from the University of Illinois in June, 1940, and am interested in securing a teaching position. My specialized work has been in the fields of Political Parties, Constitutional Law, and Political Theory. However, I feel qualified to teach in other divisions of my major study as well as History of the United States and England.

My undergraduate minor was Education and, having had twenty-six hours of French, I feel capable of teaching in these fields.

I will gladly furnish recommendations and further details upon request.

Sincerely,

David W. Belkey

Please acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

549 Conklin Pl.
Madison, Wis.
March 18, 1940

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Fla.

Dear Mrs. Bethune:

I wish to apply for the position of mathematics instructor in Bethune-Cookman College. I am at present studying towards my Ph. D. degree in mathematics at the University of Wisconsin. In addition, I offer the following qualifications:

EDUCATION:	Bachelor of Education--Physics, Mathematics Milwaukee State Teachers College Milwaukee, Wisconsin
	Master of Science--Mathematics Atlanta University Atlanta, Georgia
	Advanced Graduate Study (one year)--Mathematics University of Wisconsin Madison, Wisconsin
SCHOLASTIC RECORD:	Very good in all schools attended--Member, Kappa Delta Pi, National Honor Fraternity
EXPERIENCE:	Two years of teaching. Last year taught Physics and Mathematics at Tuskegee Institute.
PERSONAL:	Age, 28; health, good; personality, integrated;

If at any time you require the services of a person of my qualifications, I would appreciate your favorable consideration.

Very truly yours,

Roland G. Henderson

Roland G. Henderson

Home address:
613 W. Vine St.
Milwaukee, Wis.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1519 B Street N. E.
Washington, D. C.
March 19, 1940

Dr. Mary McLeod Bethune
Bethune-Cookman College
Daytona, Florida

Dear Dr. Bethune:

Please consider me an applicant for a teaching position in your school for 1940-'41.

I am enclosing an outline record sheet of my qualifications and experiences. You will also find attached a recent photograph.

If necessary, I shall be glad to furnish you with further particulars of my experience or any personal information that you may wish.

Yours very truly,

Susie S. Davis
Susie S. Davis

OUTLINE OF RECORD

NAME ADDRESS

EDUCATION

State Teachers College,	Montgomery, Ala.	Diploma	1923-25
A. and I. College,	Nashville, Tenn.	B. S.	1932-37
Atlanta University,	Atlanta, Ga.	One Year	1938-39

EXPERIENCE

Lisman Training School, Ala.	Elementary Grades	1925-28
Columbiana Training School, Ala.	" "	1929-30
Livingston Training School, Ala.	" "	1930-32; 1934-36
Southern Univ., Scotlandville, La.	Assistant Dean of Women	1937-38

LICENSE

Permanent Professional High School, covering Education, English, History, Mathematics and Social Science issued 1937 upon college degree.

SUBJECTS

Education (major); English (36 semester hours); Mathematics (18 semester hours); History (18 semester hours). Courses also taken in biology, sociology, psychology, typing, health and physical education, geography, statistics.

PERSONAL DATA

Female, single; excellent health, no physical defects in sight, speech or hearing; born 1907; 5 feet, 6 inches tall; weigh 140 pounds. Member of Baptist Church.

OUTSIDE ACTIVITIES

Can coach high school plays. Interested in Boys' and Girls' Clubs. Vice president of Parent Teachers association at County Training School, Livingston, Ala. Sponsor of oratorical contest between high schools while working at Lisman. Ala.

REFERENCES

Mr. W. J. Hale, President, A. and I. State College, Nashville, Tenn.
Dr. F. G. Clark, President, Southern University, Scotlandville, La.
Mr. J. J. Campbell, Principal, County Training School, Columbiana, Alabama.

Eloise

Apple

BETHUNE-COOKMAN COLLEGE
ARCHIVES

10 River Street,
Beverly, Mass.,
March 20, 1940.

President Bethune,
Bethune Cookman College
Daytona Beach, Florida.

Dear Madam:

I would like to apply for a teaching position at Bethune-Cookman College.

I graduated from the State Teachers' College in Salem, Mass., receiving the Bachelor of Science degree in education.

The course at Salem Teachers' College has prepared me to teach elementary psychology, literature for the elementary grades, classroom management, and to teach in all of the elementary grades, and to do critic teaching.

I have had private instruction in music for twelve years.

For three years I have taught Vacation School and Bible School at the First Baptist Church in Beverly (white).

Will you kindly send me an application blank in hopes that there will be a vacancy by September 1940?

I have an intense interest in teaching in the South, and I shall be ever grateful if you will help me to secure a position.

Respectfully yours,
(Miss) Elizabeth Stevens

BETHUNE-COOKMAN COLLEGE
ARCHIVES

appli

Eloise

Box 53
Cheyney, Pa.
March 22, 1940

Mrs. Mary M. Bethune
Bethune-Cookman College
Daytona Beach, Fla.

Dear Madam:

If there is a vacancy for the ensuing school year in the department of Home Economics in your school, I should like very much to be considered as an applicant. My major is Foods and Nutrition, but I am also qualified to teach courses in Clothing.

I hold a B. S. degree in home economics from Cheyney State Teachers College, Cheyney, Pennsylvania, and an M. S. degree in the same field from Temple University, Philadelphia, Pennsylvania. At present I am doing further graduate study at the above named University. I am also a graduate of the Oberlin Business College, Oberlin, Ohio, and am qualified to assist either in the Commercial Department or in the offices. I am 35 years of age and have had 8 years experience in school work.

References and a recent photograph will be sent upon request.

Any consideration given me will be very much appreciated.

Yours respectfully,

(Mrs.) Inez H. Richards

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Send acknowledgement

568 Auburn Ave. N.E.
Atlanta, Georgia.
March 23, 1940.

Bethune-Cookman College
Datona, Beach Fla.

Dear Sir,

I placed my application with you for a position on your Faculty. Later I received a faborable reply telling me that my name would be considered. You will recall that I was interested in the field of Sociology. I hold a Masters Degree from Atlanta University. This year I have been doing some special survey work in connection with my teaching at the Powder Springs Ga. My fields are Theology, Sociology, English, and Art. I shall be available after May 5th. 1940. I trust that I may be of service.

Yours very truly,

Harvey E. Johnson.

Eloise
Apple

BETHUNE-COOKMAN COLLEGE
ARCHIVES

720 Sherman St., S.E.
Grand Rapids, Mich.,
March 25, 1940.

Mrs Mary Mc Cleod Bethune,
President, Bethune Cookman College,
Daytona Beach, Fla.

My dear Mrs. Bethune,

I have just sent letters to several presidents of Negro colleges in the South, begging their advice on the possibility of obtaining a position as foreign language teacher. Meanwhile my attention has been directed particularly to Bethune-Cookman College by Mr. G.D. Rogers, president of the Central Life Insurance Co., Tampa Fla. He suggested that I write you, in the event there is an opening there. Moreover, I have been hearing a great deal about Bethune-Cookman for several years, and am persuaded that I should be quite pleased to work there. It is on these grounds that I thus presume upon the kindness of your consideration.

Mr. Rogers happens to be pretty well acquainted with my preparation and experience, which I shall attempt to outline briefly as follows:--

I finished high-school at Talladega in 1922, and obtained my A.B. at Dartmouth College in 1927, with a major in French and a good foundation in Latin and English. I was graduated in good standing and, thanks to an honor record in French, had little difficulty obtaining a Franco-American exchange scholarship to the University of Bordeaux, France.

I remained in Bordeaux for five years, until 1932, and successfully passed the comprehensive examinations for the state degree of "Licence es Lettres". The courses comprised English translation, history of French language and literature, Spanish conversation and literature and German conversation. These last two courses were quite interesting because they afforded such liberal contact with native Spanish and German students, who were glad to converse with us in their own languages. The German club especially was an outstanding institution.

Personally I have valued as highly as anything else the experience I had after my scholarship expired, working in various remunerative capacities in and around Bordeaux. These ranged from house servant to exportation clerk in one of the leading beverage concerns, and gave me an opportunity to make a number of acquaintances among people who were just Frenchmen, instead of scholars or students. I was able to gain some familiarity and fluency not only in the language of the streets and farm, but also in an appreciable amount of industrial, business and commercial terminology such as one cannot get first hand in the stilted atmosphere of parlor and lecture hall. I had always considered this broad, comprehensive aspect of the study of a foreign language as essential to anyone who hoped to impart it successfully to others. At the same time I took private lessons on the side in practical Spanish from native Spanish tutors, and a course in French shorthand in one of the downtown business schools.

In the autumn of 1932 I returned to America and taught for one year in Atlanta under the late Dr. John Hope. But, due largely to difficulties in readjusting myself after such a long period of absence, especially from the South, I resigned my position and came North with the intention of embracing an entirely different career. I have learned since to regret this move. Teaching is the only thing I am at all adequately prepared to do and is, I am more and more convinced, the best avenue through which I can hope to be of real service to my race. Not simply by effectively forcing or insinuating down the throats of our youngsters the essentials of a couple of foreign idioms, but by giving them in addition an example of clean, wholesome and industrious living.

Meanwhile, severing my academic connections has not prevented me from doing everything possible to keep from getting rusty. I constantly refer to all my old literature, subscribe regularly to French and Spanish periodicals, which I read assiduously, attend lectures at the French club here, talk to myself, try to keep up a correspondence with friends in France, seize every opportunity that comes along to do private tutoring etc., etc.

I have been repeatedly urged by friends here to try to get into the Grand Rapids school system. From the standpoint of pay and prestige the attempt would be well worth my while; and I feel positive I could make the grade if I set my heart on it. But, aside from the fact that it would involve a certain amount of high-powered political wire pulling that would be distasteful to me, I have a strong yearning to go back South. I believe that is where I belong.

I naturally regret, Mrs Bethune, that I have not the honor of your acquaintance. But I take it for granted that you, as founder and head of a highly promising educational institution for Negroes, are more deeply interested than the average person in the welbeing and progress of the race. You are therefore certainly in a position to sympathize with anyone who is similarly inclined and who is only seeking an adequate chance to prove it. So, even if there is no chance for an opening at B.C., let me assure you of my deepest and most lasting appreciation for any help, advice or suggestion you may feel inclined to grant me toward establishing myself as a teacher in the South. I would not disdain a good high-school job.

Trusting that I shall enjoy the favor of a reply in the near future, I beg to be considered, Madam,

Very sincerely yours,

Theodore Rambeau

Theodore Rambeau.

P.S.-- Besides Mr. Rogers of Tampa, I can offer good references here and in Atlanta, as well as the name of Mr. Arthur D. Wright, president of the SOUTHERN EDUCATION FOUNDATION, Washington, D.C. I studied education under Mr. Wright at Dartmouth, and he is well acquainted with my history since I was graduated up until the present time.

Acknowledge

BETHUNE-COOKMAN COL
ARCHIVES

1240 N. Florida Avenue
Lakeland, Florida
March 25, 1940

Mrs. Mary M. Bethune
Bethune Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

I am writing for an application blank. It will be necessary for me to work and help myself through College. If possible I would like an N.Y.A. Job.

I am graduating from Washington Park High School, Lakeland, Florida in May, 1940.

Hoping that you will send the application blank at your earliest convenience, I am,

Yours truly,
Claudette Leola Jefferson

Please acknowledge

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1005 Harrison Street
Syracuse, New York
March 25, 1940

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

I should appreciate being informed of possible openings on your staff for the year 1940-41. I am particularly interested in student personnel and the teaching of Psychology and Sociology.

My educational background, briefly summarized, consists of:

I-A.B. degree, Syracuse University, June 1937. 41 semester hours in my major, Sociology, including courses in "Social Adjustment", "Family", "Juvenile Delinquency", "Criminology", "Public and Private Relief", "Racial Relations", and "Statistics".

II-Graduate work from September 1937 to date, at Syracuse University. Major--Psychology. By June 1940 I will have completed 60 semester hours in Psychology, six hours in Education, and will have received my masters degree. Some of the courses include: "Political Psychology", "Child Psychology", "Mental Hygiene", "Clinical Psychology", "Tests and Measurements", "Mental Tests", "Vocational Psychology", "Reading Methods", and "Comparative Education". In addition I have had undergraduate courses in "Adolescent Psychology" and "Social Psychology".

Much of my knowledge of children, adolescents, and college students has been gained from actual contacts with them. At present I am a counselor to men students in the office of Dean A. Blair Knapp, Dean of Men's Affairs, Syracuse University.

From September 1937 through June 1939, I was attached to the Council on Men's Affairs, Syracuse University, as a Resident Adviser, living with thirty undergraduate men, at their fraternity house, as their counselor.

During the summer months from 1935 through 1939 I was on the staff at Camp Agaming, sponsored by the Young Men's Christian Associations of Amsterdam and Gloversville, New York. My responsibilities have included those of a general counselor, program director, and associate director of an under-privileged "Boys' Club Camp".

As director of the Club Department at Temple Adath Yeshurun, Syracuse, New York, from February 1938 to December 1939, I came in contact regularly with over 100 children in the course of my weekly activities. I supervised about 16 leaders.

I have spent about 50 hours, since October 1939, assisting Dr. Virgil Herrick at the Child Guidance Clinic of the Syracuse Psychopathic Hospital.

As an undergraduate my activities included student government, the daily paper, varsity debate and Interfraternity Council. I am 23 years of age, height, 5'9½", weight, 170 pounds.

The following have kindly permitted me to use their names as references: Dr. Floyd H. Allport, Dr. Virgil Herrick, Dr. Harold Hildreth, Dean A. Blair Knapp and Dr. Walter D. Morton, all of Syracuse University, Syracuse, New York, and Walter Van Hine, Boys' Work Secretary, Young Men's Christian Association, Amsterdam, New York.

Thank you for any consideration you may give this letter. In the event that you have no immediate communication for me, I should appreciate your filing this letter for future reference.

Very truly yours,

Bernard Horowitz

Bernard Horowitz

After June 1, 1940 please address
348 Division Street
Amsterdam, New York

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Appli

The Graduate Library School
The University of Chicago
Chicago, Illinois
March 26, 1940

Mrs. M. McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

Please consider me as an applicant for a library position in your institution. I shall be available June 15, 1940. I can offer the following qualifications:

PLACE AND DATE OF BIRTH: Atlanta, Georgia. December 26, 1911.

EDUCATION: Atlanta, Georgia elementary school - 1923;
Atlanta University High School - 1927;
Atlanta University (college), A.B. - 1931;
Hampton Library School (professional), B.S. - 1935;
Chicago University Graduate Library School, working toward a Master's degree, 1939-40.

EXPERIENCE: Elementary school teacher in the Atlanta, Georgia public school system, 1932-1934; Assistant librarian at Prairie View State College, Prairie View, Texas, 1935-1939; Assistant librarian at the Lincoln Branch Library at Kansas City, Missouri, Jan.-June, 1939; Acting librarian at State College Prairie View, Texas, June-Aug., 1939.

REFERENCES: Mr. W. R. Banks, Principal, Prairie View State College, Prairie View, Texas; Mr. Louis Nourse, Librarian, Kansas City, Missouri, Public Library; Miss Florence R. Curtis (formerly director of the Hampton Institute Library School), 114 Elizabeth St., Ogdensburg, New York; Mr. Louis Round Wilson, Dean, Graduate Library School, University of Chicago.

I shall appreciate any consideration that you may give me.

Very truly yours,

Agnes Maddox Scott

Agnes Maddox Scott

Rose
acknowledge

1301 West Clark Street
Urbana, Illinois
March 28 1940

BETHUNE-COOKMAN COLL
ARCHIVES

Dr. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

I received the degree of Bachelor of Science in Music Education from the University of Illinois in June, 1939. At the close of the summer session of the present year I will receive the degree of Master of Science in Music Education from the same institution, and will become available for a teaconing position.

I will be qualified to teach any course in a Public School Music curriculum. I shall be glad to forward recommendations and whatever information you may desire.

Respectfully,

Joseph I. Turner

Please acknowledge

Kennedy Hall
Hampton Institute
Hampton, Virginia
March 29, 1940

BETHUNE-COOKMAN COLLE
ARCHIVES

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach
Florida

My dear Mrs. Bethune:

I would like to apply for a position as teacher of Public School Music in your school if there is a vacancy.

I shall complete my course in Public School Music at Hampton Institute, June, 1940.

Enclosed is a list of my personal qualifications.

My references are as follows:

Miss Katherine B. Read, Registrar
Hampton Institute
Hampton, Virginia

Miss E. Estelle Thomas
Hampton Institute
Hampton, Virginia

Miss F. Irene Sanders
Hampton Institute
Hampton, Virginia

I would appreciate any consideration that you may give my application.

Yours truly,

Elizabeth Ledford

(Miss) Elizabeth Ledford

Acknowl'd 8

BETHUNE-COOKMAN COLLEGE
ARCHIVES

731 Ridge Avenue
Pittsburgh, Pennsylvania
April 6, 1940

President Mary McL. Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear President Bethune:

I am writing to inquire if there will be a vacancy in the field of Education at the Bethune-Cookman College for the session of 1940-1941. If so, I wish to apply for the position.

It may be of interest to you that I hold the following degrees: B.S., Johnson C. Smith University; A.M., S.T.B., Lincoln University (Pa.); S.T.M., Western Theological Seminary (Pa.); and Ed.M., University of Pittsburgh. During the past winter I have been taking a full schedule of work at the University of Pittsburgh and in June will have to my credit five-sixths of the necessary requirements for the Ph.D. degree (with a major in Secondary Education and a minor in Religious Education).

For further information, I wish to state that mathematics and education were my majors in college. Since matreculating at the University of Pittsburgh I have taken several courses that deal especially with the social and religious life of young people. In light of these facts, in addition to teaching education, I am willing and can teach mathematics, as well as help to direct the social and religious activities of college students.

It may be of interest to you also that I have had four years of teaching experience in the deep South and in the state of Delaware, one year of experience as college chaplain, in connection with teaching duties, and eight months of experience as pastor while attending school. My work at the State College for Colored Students, Dover, Delaware, was highly appraised by the president there, along with state officials. If you are interested, I shall be glad to furnish you some of these references, as well as references from the South, that will attest as to my teaching ability and moral standing.

I am thirty-one years old, single, and unafraid of hard work.

Very truly yours,

Edwin Thompkins

Edwin Thompkins

ET:ele

Send acknowledgment

BETHUNE-COOKMAN COLLEGE
ARCHIVES

137 Highfield Lane
Nutley, New Jersey
April 7, 1940

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Bethune:

If in your library you have an opening for a librarian or an assistant librarian, I should like to apply for the position. I am employed, but would like to advance myself.

I have attached a list of information about myself and will gladly supply further details.

I shall appreciate any consideration that you may give me.

Sincerely yours,
Marianne C. Kinsey
Marianne C. Kinsey

NAME Kinsey, Marianne Clare

ADDRESS 137 Highfield Lane, Nutley, New Jersey

BIRTH PLACE Newark, N. J. DATE July 22, 1915

EDUCATION

A.B. June 1936, College of St. Elizabeth, Convent, N. J.
Major: Geology; Minors: English and history.

Summer Session 1936, Cambridge University, Cambridge, England.
English history and literature.

1937 Drake Business College, Orange, N. J.
Secretarial studies: Accounting, shorthand, typing.

B.S. June 1939, Columbia University School of Library Service.
Major: College and university library service.

PREVIOUS EMPLOYMENT

Manhattanville College, New York City
Assistant librarian. (Present position)

College of St. Elizabeth, Convent, N. J.
Library practice work.

Dr. Rose C. Faughnan, Passaic, N. J.
Secretarial work.

C.I.T. Corporation, Morristown, N. J.
General office work.

REFERENCES

I shall be glad to refer you to persons who will give information of my scholastic and professional ability.

Photograph attached.

Bethune-Cookman College
Daytona Beach, Florida
May 20, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Bertha L. Mitchell

My dear Madam:

Will you please consider me on your Student Aid List as an applicant for campus work during the coming summer.

If I am accepted, I assure you that I will do my very best toward the execution of my daily duties.

Respectfully yours,
Armstead Lewis

THE UNIVERSITY OF WISCONSIN
TEACHER PLACEMENT BUREAU
COMMITTEE ON HIGH-SCHOOL RELATIONS

The address given below was the last furnished by the candidate. Although every effort is made to keep this up-to-date, candidates frequently move without giving notice of change.

Name Marion Elizabeth Scott

Last Known Address Barnard Hall
Madison, Wisconsin Tel. Badger 580

Home Address 1008 West 115th Street
Chicago, Illinois Tel. Pullman 2309

(Keep this slip if desired)

5,000
FORM G

THE UNIVERSITY OF WISCONSIN

COMMITTEE ON HIGH-SCHOOL RELATIONS

RECOMMENDATION OF TEACHERS

OFFICE OF THE CHAIRMAN

The information contained herein, relating to the academic and professional career of

MARION ELIZABETH SCOTT - B.S. University of Wisconsin, 1940

is sent to you as a confidential communication, which may assist you in estimating the qualifications of the applicant to whom it refers. It is for your individual use and is in no case to be given or shown to the applicant. Its purpose will be defeated if this rule is not strictly observed. No general testimonials are given to candidates for use at their own discretion.

When through with these papers please return them in the enclosed envelope to the Committee, Room 120, Bascom Hall.

(Form H—8-16-39)

THE UNIVERSITY OF WISCONSIN
COMMITTEE ON HIGH-SCHOOL RELATIONS
RECOMMENDATION OF TEACHERS

OFFICE OF THE CHAIRMAN

INFORMATION

(Personal, Educational, Professional)

Concerning **Marion Elizabeth Scott**

Date of Birth **July 31, 1918** Height **5'5½"** Weight **145** Married **No**

Major Subject **Physical Education** Minor Subject **General Science**

Other Subjects **English, Mathematics**

Teachers Courses **Physical Education, General Science**

Subjects Candidate has taught

Outside Activities Candidate can direct **Girl Scouts, Y.W.C.A.**

Additional Information **Legislative Scholarships, University of Wisconsin, 1937-40; Camp Wabash, Dawagiac, Michigan, Sports, Games, 1937 & 1938; Forest Beach Camp, New Buffalo, Michigan, 1939, Archery; South Parkway Y.W.C.A., Chicago, Illinois, Gymnastics, Games, 1939. Volunteer recreational leadership of student nurse group.**

EXPERIENCE

1. Year 2. Name and Location of Institution 3. Subjects Taught

Marion Elizabeth Scott

Miss Scott has an excellent attitude toward others and toward her profession. She works hard and plans her work in detail. Her students often remark about her nice personality and how much they like her. She is very cooperative with everyone. She encourages pupil-choices and pupil-evaluation of work done in class. She is sincerely interested in her students and in her work.

Miss Bernice Cooper
Department of Physical Education
January 26, 1940 University of Wisconsin High School

Marion Scott is a very outstanding Negro girl. She has unusual refinement and grace of manner, is at home in all social situations. She is quite good-looking and makes a very nice appearance. She has lived in one of our best University halls for women while attending the University, and has won the respect and admiration of all her fellow students. I feel that she is a real prize.

Miss Scott has had a legislative scholarship for four semesters, has been a member of the Women's Physical Education Club, the Y.W.C.A., and the W.A.A. She served as a member of the board of the physical education club. Her experience includes four semesters as camp counselor and program director where she taught various sport activities. She has also worked in the department of physical education for women on N.Y.A. project.

All students who take the major in physical education and who are graduated from the course are thoroughly equipped in all phases of physical education and are competent to teach all types of girls' athletics, correctives, gymnastics, physiology and health education.

Miss Blanche M. Trilling
Director, Dept. of Physical Education
April 10, 1940 University of Wisconsin

Marion Elizabeth Scott

Miss Scott is an intelligent, likeable, young colored woman. She has made her place in her group very satisfactory and one year was chosen president by her major class. She carried a semester of practice teaching at Wisconsin High School in creditable fashion with no question of resentment on the part of the high school girls. She should, of course, be placed in a colored school. She should be expected to do a definitely constructive piece of work, with or without supervision.

Miss Katharine L. Cronin
Department of Physical Education
University of Wisconsin

April 12, 1940

Miss Scott should be an excellent teacher of science and physical education in a Negro school. She is a very good student and really likes to teach. Her personality is good, her conduct and manners are excellent and her attitudes are all that could be desired.

Professor Ira C. Davis
Department of Educational Methods
University of Wisconsin High School

February 15, 1940

Marion Elizabeth Scott

Miss Scott has worked with the Women's section of the Wabash Avenue Y.W.C.A. as camp counselor, and as program director — which equaled assistant camp director. She has been superior in all details in this work. She has worked with girls whose ages ranged from 3 years to 20 years. She is the outstanding in her club life of girls her own age and older.

I have known her since she was 3 years old and have worked with her since she was 12 years old in club, institutional, and community work, and have found her discriminating, energetic, and thorough.

Miss Herrine Ward
Wabash Avenue Y.W.C.A
3763 South Wabash Avenue
Chicago, Illinois

January 13, 1940

Miss Scott's chief assets are her unfailingly cheerful demeanor and her tact and patience in coaching. She is particularly good in leading group games, where emotional balance and fairness are required. Not once in a 10-week camping period did Marion Scott lose her temper or her patience with her less apt pupils.

Miss Scott is objective and a very cooperative staff member, being willing to fit in where she was needed. She is adaptable to many different situations, and makes sensible judgments in new ones. I recommend her unhesitatingly for any teaching job or settlement position in which the informal, constructive approach is useful.

Miss Mary Klemm, Director
Forest Beach Camp, Y.W.C.A., Chicago
811 State Street
Madison, Wisconsin

March, 1940

W. Marita Johnson

Age-------- 27 Home-----------Waycross, Georgia
15 Robert Street

BETHUNE-COOKMAN COLLEGE
ARCHIVES

High School----Waycross, Georgia

Completed 1931-----second honor

Extra-curricula : Debating; orating

Fort Valley Normal and Industrial---Fort Valley, Georgia

Completed 1934-- honor student

Work year in laundry

Worked the following two years in the campus cafeteria---co-manager the last of the two years.

Extra-curricula: Student Christian Endeavor--secretary; reciting; Dramatic Club

Received Normal Diploma and Home Economics Certificate

Hampton Institute, Hampton, Virginia

To graduate May 1940----Have been an honor student part of the time.

Extra-curricula: Calliope Literary Society; Negro History Society--have worked on various committees for both of these societies and this year am chairman of the program committee for the former; representative from the Senior class to the Student Council and am secretary (recording) for the Council; president of the Home Economics Club; editor in chief of the Home Economics Bulletin which I have begun this year as one of the accomplishments of my term of presidency.

Spent 3 yrs. in high school; 3 in Normal including work year; 3 at Hampton; taught 1 yr. after finishing Normal. Worked for two summers for the philanthrophist George Foster Peabody; for 2 yrs. in Andover, Mass. and last summer in Mass. New York and South West Harbor, Maine.

Teacher and Staff Applications 1945-1948 &
Undated

Faculty

NEW YORK UNIVERSITY
WASHINGTON SQUARE
NEW YORK

OFFICE OF THE REGISTRAR

June 20, 1945

Mr. William H. Hale, Dean
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

In reference to your inquiry concerning

Harold V. Lucas

I am writing to say that we find no record of the registration of a student under that name. If you will kindly ask the student to get in touch with us, or supply the following information, we shall be glad to re-check our records and inform you further:

1. School in which the student claims to have been registered while at New York University.

2. Dates of his attendance.

✓ 3. The exact name under which he was registered and his date of birth. aug 31, 1893

Sincerely yours,

Elwood C Kastner
Elwood C. Kastner
~~Acting~~ Registrar and Supervisor
of Admissions

Mrs. Mary Bethune,President
Bethune-Cookman College
Daytona Beach,Florida

April 4,1947
140 W 71 St.,Apt.902
New York City,N.Y.

Dear Mrs. Bethune : I am writing to you because I am concerned as to whether or not there might be a chance to teach in Bethune-Cookman during the Summer Session of this year.I have talked to Alain Locke about this and also about a desire to teach,eventually, full time at the College. Not sure,even,that there was a Summer Session,he advised me to write to you.

My motives for wanting to come there are mixed. My father-in-law, who lives in Daytona Beach ,is partially paralyzed. He is a wonderful man and,in the light that no other members of the family can,for business reasons,move close to him I should like to be able to help him at this time when he needs someone so much. However there is a more important general reason to be found in the fact that I am deeply concerned about the negro-white relationship in the South and in the fight to change it.

I have an A.M.in American Literature from Pennsylvania State College,work on a doctorate in the same field from Columbia University.Three years in the army on Pacific Islands have convinced me that I must get into a field even more immediately involved in social,economic and political structure in America than is literature. I will have just finished one year at New School for Social Research,The Graduate Faculty,in May.I have completed work on an A.M. in Sociology with a minor in Economics except for the thesis.I have taught ten years,all of them previous to the late war.

I plan to stay at New School next year to finish credits necessary for a doctorate there. After that, I plan to give one year to study in a foreign College or University.

In case that you may feel that there is any chance at all of my having an opportunity to work with you, I am rather sure that I can have sent to you excellent references.

I am white and I hope that there is not policy of faculty membership which would, because of this fact, militate against my having a chance to work where I want to.

I have heard so much from friends about the nature of your work and the values which in reality you represent that I look forward eagerly to an answer to this letter, quite apart from the personal interest in a job.

I thank you for any attention which you may be able to give to this letter.

Sincerely,

Kenneth T. Skelton

Post Office Box 77
Atlanta University
Atlanta, Georgia
April 17, 1947

To President
Bethune-Cookman College
Datona Beach, Florida

Dear Sir:

Application for a position as teacher in your school is hereby submitted.

I received the Bachelor of Science degree from Tuskegee Institute in 1941 with a major in secondary education and a minor in the social sciences, the Bachelor of Law degree from the American Extension University of Law, Chicago, Illinois, 1945. At present I am a graduate student in education with major emphasis in secondary school instruction at Atlanta University; expecting to complete the requirements for the degree of Master of Education in June, 1947. Served two years as student biology laboratory assistant at Tuskegee Institute, two years as teacher of Calhoun School, Lowndes County, Alabama, and part time teacher at the Lawnside Public School, Lawnside, New Jersey. While a member of the Army Air Forces my chief duties were clerical, teacher of illiterates, and basketball coach for three years.

I am thirty years old, five feet ten inches in height, and religion Protestant.

For further information as to qualifications and character you may contact the following:

Dr. Alfonso Elder, Director
School of Education
Atlanta University
Atlanta, Georgia

Miss Erma Abercrombie
Jeanes Supervisor
Lowndes County
Haynesville, Alabama

Mr. H. Kelly, Principal
Lawnside Public School
Lawnside, New Jersey

Respectfully yours,

Tyrone Y. Sexton
Tyrone Y. Sexton

227-12th St S.E.
Washington 3, D.C.
April 17, 1947

Mrs Mary Bethune
Bethune Cookman College
Daytonia Beach, Fla.

Dear Madam:

Complying to your request after a conversation in your office here in Washington, Monday evening April 14, 1947 relative to a position as matron in the Bethune Cookman College. I am writing this letter as requested by you stating my qualifications.

I am a graduate of Tillotson College, Austin, Texas, have had (7) years teaching experience in the Public Schools of Texas, (1) year Supervision in Adult Education. I am now employed at the National Training School for Girls as counselor - matron.

Thank you for any consideration given me. After talking with you, I am sure it will be a pleasure to work in your School System, and I do think I can be greatly interested in the work. If elected I resolve to do my very best.

It was a great pleasure to have seen you, hope we meet again.

Sincerely

(Mrs) Nettie C. Hickey
227-12th St S.E.
Wash. 3, D.C.
Lu 3766

SHAW UNIVERSITY
RALEIGH, N. C.

April 21, 1947

Mrs. Mary Bethune
President Emeritus,
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I am interested in serving on your staff for the ensuing term, should you have any vacancies. At ~~presid~~* present, I am teaching psychology and serving as University Counselor here at Shaw. I have Master of Arts degree from Columbia in Personnel Administration. I also have a B.A. degree from Samuel Huston College and B.D. degree from Gammon. I want to work in a Methodist college ~~school~~*is my reason for wanting a change.

Yours truly,
Elmo C. Tatum
Elmo C. Tatum

942 Iowa Ave.
Iowa City, Iowa
May 12, 1947

President Mary M^{c}Leod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

This letter is to inquire if you have a teaching position open in your Physical Education department for women.

I am graduating senior at the University of Iowa and will receive my Bachelor of Science degree in June. I have a 40 hour teaching major in Physical Education with minors in general science and in English.

My teaching experience includes a year of practice teaching at the elementary, high school and college levels; two summers as a camp counselor; the equivalent of a year's teaching in a beauty school and two years of Sunday school teaching.

My main interests in school have been the various team sports, swimming, body mechanics, and dance of the social and folk type. However my training has included work in the individual sports and in modern dance.

I became very interested in your school after my mother had visited there this winter when the Beauty School Owners met there in convention. She told me of the wonderful work that you are doing there and suggested that I write to you to see if it were possible that I might get a job teaching there.

I do hope that you have a teaching position open, because I am sure that I would certainly enjoy teaching there. If you wish more information concerning me, I would be glad to send it to you. May I hear from you soon?

Yours Sincerely

Barbara J. Brown

Barbara J. Brown (Miss)

Springfield College, Box 282
Springfield, 9, Mass.
May 14, 1947

Write

Physical Education Director
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

Will you accept this letter as an informal application for a position in your physical education department for the term of 1947-48? Not knowing your regular procedure in a matter of this nature, I am employing this means of application.

A graduate of Washington Park High School, Lakeland, Florida, 1934; one year of preparatory school at Bethune-Cookman College, 1937-38; Morehouse College, Atlanta, Georgia, 1942, A.B. in English and physical education; I entered graduate training here in September, 1946, and will have completed, at the end of the summer session, most of my required work for the M. P. E. Degree, excluding my thesis, which I propose to compile in the field (schools of Florida).

If a vacancy exists in your institution, will you kindly answer to that effect? Any other information you may have will be greatly appreciated.

Incidentally, your football coach, Rudolph G. Matthews, and I are life long friends, having gone through high school and college together. Will you please give him my regards? For any informal references, he may be able to enlighten you in my behalf.

Thanking you for any consideration you may show me, I am,

Respectfully yours,
James E. Haines
James E. Haines

write
regular letter

211 Elm Street, N. W.
Washington 1, D. C.
May 22, 1947

The President
Bethune-Cookman College
Daytona Beach, Fla.

Dear Sir:

I wonder if you need a teacher of romance languages on your staff.

At the present time I am an instructor pro tempore at Howard University, here in Washington. I am twenty-nine years old and single. My major field is French and my minor Spanish.

I received my A.B. degree with highest general honors and departmental honors in romance languages (being graduated as first-ranking student in my class) from Clark University, Worcester, Massachusetts, in 1940. From 1940 to 1943 I studied in the graduate school of Princeton University, where I held the Bergen and the Boudinot fellowships in modern languages, and I was granted the M.A. degree by that institution (1942). I have passed the comprehensive written and oral examinations for the Ph.D. degree, but my dissertation is not yet completed. At Princeton I majored in modern French literature and minored in French linguistics, old French language and literature, and Spanish language and literature.

In addition to part-time teachings as a student, my teaching experience has been the following:

Head, Department of French, Columbia Preparatory School, New York City, 1943;
Instructor of French, American University, Washington, D.C., 1944-45;
Assistant Professor of Romance Languages, Southwestern College, Memphis, Tennessee, 1945-46;
Instructor of Romance Languages (pro tempore), Howard University, Washington, D.C., 1946-47.

I have taught virtually every type of course that is offered in colleges, from a graduate course in old French to a reading course in scientific French, and including a survey course in French literature, a period course in French Romanticism, courses in French composition, phonetics, and conversation, as well as elementary courses in both French and Spanish. On the practical side, I speak French fluently (I am of French descent).

I hope that you have a position for me on your faculty and that I may hear from you soon.

Very sincerely yours,

Amos J. Lessard

334 Pine Haven,
Daytona Beach, Florida
May22, 1947

Dr. Mary Mcleod Bethune

Bethune Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

You are perhaps looking for someone who has a good training in basic Nursing skills, to assist in the work in the new Infirmary that is being erected, and one who has a knowledge of record keeping, and one who is capable of accepting responsibility.

I would like to make application for job as Nurses aid in the new Infirmary - preferably for night duty,-during the 1947- 48' school term.

There are probably many routine duties in addition to actual Nursing procedure, which I am capable of assuming. I finished a Course in Nursing at Chicago School of Nursing, Chicago Ill. which gives me the title of Trained Practical Nurse. The enclosed data will give you further details of my personal qualifications and my training. I would be pleased to have a personal interview at your convenience.

Sincerely yours
Audrey Louise Jones
(Mrs.) Audrey L. Jones

PERSONAL DATA SHEET

Na me--Audrey L, Jones, Divorced.

Address---mailing P. O Box 981. residence 334 Pine Haven, Daytona Beach, Fla.

Place of Birth---- Fernandina Fla.

Age--42

Education---$3)years High School Peck's Hi Fernandina Fla.
12, months Business , Bethune Cookman College
Graduate, Chicago School of Nursing, Chicago Ill. title''Trained Practical Nurse''

(plan taking 50 hour CoursePost graduate offered by this School in August.

Experiences

Many private duty cases, special Obstetrical, surgical cases Nassau Countyhospital

Hospital, Fernandina, Fla . with Dr. Lungerhauser.

(2) years at Negro Tuberculosis Hospital, Duval County

Dr. Kleck's Hospital, Daytona Beach, Fla.

and many private duty cases in this city.

also during my army service worked as aid to Nurse in station hospital Ft.

DesMoines Iowa((references)

43 Teliaferro Street
Atlanta, Georgia
May 26, 1947

President Mary McCleod Bethume
Bethume Cookman College
Daytona Beach, Florida

Dear Madam:

Mr. William Nix, director of dormitory life at Morehouse College, informed me of an opening in the field of Biology, at your school.

Since I will complete my undergraduate work, at Morehouse College, with a B.S. degree, I would like to apply for the position. My major interest is in Biology and my minor is Chemistry. My work in both fields has been representative. Aside from my scientific work, I have participated in the following extra curricular activities: a member of the Varsity Baseball team, Football team, Basket ball team and Track. And, I am a member of the ALPHA PHI ALPHA Fraternity. I am unmarried and twenty -two years old.

For further references please consult Dr. G.W. Kelsey, Coach F. Forbes and Dean B.R. Brazil, all of Morehouse College , Atlanta, Georgia.

Please give me some consideration. I shall await an answer at your earliest convenience. Thanking you in advance.

Yours truly,

Otis W. Smith

Otis W. Smith

File

5 2 Jones Street
Newark, New Jersey
June 7, 1947

Mrs. Mary McLeod Bethune
President Emeritus
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I am enclosing the application blank with the desired information given. By the time I received your reply I had signed a contract with another college. I would like my paper to placed in your file for any purpose it might serve in the future.

Sincerely yours,

Nellie King
Nellie King

File

Pulaski, Va.
June 11, 1947

To the Bethune-Cookman
College
Dayton Beach, Florida

Dear Madam:

Having been informed that there is a vacancy in one of the Colored schools of your division, I wish to make application for the position.

I have completed a four year course in Physical Education and hold a Bachelor of Science Degree from the Agricultural and Technical Greensboro, N.C.

For particulars regarding my character and ability, I refer you by permission to Rev. O.L. Johnson, Pastor of the First Baptist Church of Pulaski, Va. Registrar Mr. C.A. Cunningham, and Dean Gibbs of Agricultural and Technical College Greensboro, N.C. and Dr. P.C. Corbin of Pulaski, Va.

If you wish a personal interview, I shall be glad to call at your most convienient time.

Yours respectlly,
Miss Ruby Martin
R.2. Box 49

Applica-
[illegible]

Box 417
500 Riverside Drive
New York, N.Y.
June 14, 1947

Mrs Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

Enclosed is my application for a position on your staff. I should feel honored to be associated with such an ~~inter~~national known person as you.

Yours truly,

Elmo C. Tatum

INTERNATIONAL HOUSE
THAT BROTHERHOOD MAY PREVAIL

500 RIVERSIDE DRIVE
NEW YORK 27, N.Y.

June 15, 1947

File

Mrs Mary Bethune
Bethune-Cookman College
Daytona-Beach, Florida

Dear Mrs. Bethune:

Through an oversight I did not include my photo with my application. I am sending same to you in this letter.

Yours truly,
Elmo C. Tatum

Application

515 South Davidson Street
Charlotte 2, North Carolina
June 16, 1947

To the President
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

If you are in need of a teacher of Education for the coming school year, I believe that you will be interested in my qualifications.

Attached to this communication you will find a personal data sheet which will indicate what my education and experience has been.

Very truly yours,
William J. Gordon
William J Gordon

Incl: 1

PERSONAL DATA SHEET

Name: William J Gordon   Birth: August 1, 1913, Southport, N C
Marital Status: Married
Permanent Address: 515 South Davidson St., Charlotte 2, N C

EDUCATION:

High School	-	Second Ward High School Charlotte, N C - 1932
College	-	A and T College, Greensboro, North Carolina B S in English and Biology, 1936
Graduate	-	Atlanta University, Atlanta, Georgia. Master of Education Degree, 1947 *

EXPERIENCE:

1936-1938 Teacher of English, Davidson High School, Davidson, North Carolina.

1938-1940 Teacher of English and Biology, Pineville High School, Pineville, North Carolina.

1940-1942 Principal, Wayne County Training School, Jesup, Georgia.

(Entered U S Army in 1942)

* Degree to be conferred August 1947.

St. Simon the Cyrenian Church

TWENTY-SECOND AND REED STREETS
PHILADELPHIA, 46, PA.

Rev. John R. Logan, Sr., D. D., Rector
1408 So. 22nd Street

Rev. John R. Logan, Jr., Assistant
2228 Madison Square

Church Phone, HOward 8-1926
Residence, DEwey 4-2218
KIngsley 5-6180

June 16, 1947

[illegible]

The President
Bethune-Cookman College
Daytona-Beach, Florida

My dear Sir:

I am writing applying for an instructor's position in your institution. Enclosed, for your approval, is a brief history of my personal qualifications. I should appreciate any offer together with all necessary information regarding the position.

Hoping you will give the matter your immediate attention, I remain,

Very truly yours,

Wendell M. Logan

Wendell M. Logan

Beak

189 E. Seventh Street
Lexington, Kentucky
June 29, 1947

Office of the President,
Bethune Cookman College,
Daytona Beach, Florida

My dear President:

If there is a vacancy in your institution for an art associate I shall be deeply appreciative of your consideration.

In June 1944 I graduated from Spelman College in Atlanta, Georgia, where I majored in Fine Arts with a specialty in sculpture. English was my minor subject.

My experience includes three years teaching plastic and graphic arts in the Integrated Arts program at Alabama State Teachers College in Montgomery, Alabama. Opportunity has been afforded to teach some of these handicrafts either in college or in the high school: plasticrafts, leathercraft, shellcraft, woodcraft, weaving raffia, pyrolace, cord and paper. These have proven quite interesting to all.

A year of volunteer work as an art club advisor at the U.S.O. was most beneficial in the line of crafts and ceramics.

With Mr. Hale Woodruff as my instructor in painting, Miss Nancy Elizabeth Prophet as my instructor in sculpture and Mrs M.W. Brown, my minor art instructor, I feel a deep satisfaction that my work would meet your approval. I should endeavor to be an inspiration to your students.

Respectfully yours,
(Miss) Geneva Higgins

[illegible] degrees:

2211 Routh Street
Dallas,Texas
July3,1947

Dr. Mary McLoed Bethune
Bethune Cookman College
Daytona Beach,Florida

Dear Dr. Bethune:

I am making application for a position on your staff for the term 1947-48.I have the following qualifications:

B.A.,M.A.,Ph.D. degrees from the schools, Bishop College,University of Calofornia at Los Angeles,McKinlay-Roosevelt University.

I studied at Columbia University the courses in Vocational and Educational Guidance.. Personnel Services.I am a graduate in Music,holding both the Texas P.S.M. certificate and a Diploma in Choral conducting from the University of Chicago Music Conservatory.

I have had fifteen years of teaching experience as;Class room teacher,Principal,College Music Director,Consultant and Professor of Education and Psychology.

My major fields: Education-Elementary and Secondary
Rural and Urban

Psychology and Philosophy

My minor interest Music Education

I can send references as requested.

Yours truly,
J. Nathaniel Nelum
J.Nathaniel Nelum,Ph.D.

50 Chestnut Street
Atlanta University
Atlanta, Georgia
July 6, 1947

Mrs. Mary M. Bethune
Bethune - Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

Although I have received no official information concerning any vacancy in your staff, this letter comes as an application for a position in the Department of English should a vacancy occur.

Having done my major work in English and my minor work in sociology, I was graduated from Tougaloo College, Tougaloo Mississippi in 1940 with "cum laude". At present I am a resident student in the Department of English at Atlanta University, Atlanta, Georgia. Having completed the thirty required hours, I am working on the masters' thesis this summer.

I am twenty-seven years of age. I am five feet, three inches tall, and I weigh one hundred sixteen pounds. My health is excellent; I have not missed a single because of illness during my six-year teaching experience. I am unmarried.

For two years, I taught English in the high school at Drew High School, Drew, Mississippi. For two years, I taught in the elementary department at Magnolia High School, Vicksburg, Mississippi. For two years, I taught in the elementary department at Indianola High School, Indianola, Mississippi.

I have permission to use the names of the following persons as references:

Dr. N. P. Tillman, Chairman
Department of English
Atlanta University
Atlanta, Georgia

Mr. O. E. Hicks (now in summer school at)
Atlanta University - Project on Beckwith St.
Atlanta, Georgia

Rev. S. W. Foster, Pastor
A. M. E. Church
Indianola, Mississippi

As I am attending summer school, I shall be free for an interview only after August 10.

Please accept my gratitude for any consideration that you may offer.

Respectfully yours,
(Miss) Zelma Inez Turner

Application

320 S. Frasier Street
Winnsboro, S.C.
July 8, 1947

To The office of The President.
Bethune Cookman College.
Daytona Beach Florida.

My Dear President:

Should there be a Vacancy in your school for the school year '47-48 please consider me an applicant for the position.

In June I graduated from the Agricultural and Technical College of North Carolina with a Bachelor of Science Degree from the Home Economics Department. I have a Minor in General Science and Social Studies

BEST AVAILABLE COPY

I also hold a "B" Grade Certificate from the National Teachers Recertification from the Department of Education of South Carolina.

I enjoy working with young people And feel that a broader knowledge of home Making and civic life is Needed for better developed Citizens.

Should you see fit to engage my services I should like to Come to have an interview with you at your earliest Convenience

Enclosed you will find a self Addressed stamped envelop in which Kindly Answere as Quick As possible.

Yours truly,
(Miss) Mamie A. Mitchell

File with his application

C. MORRIS CAIN
1711 ARCTIC AVENUE
ATLANTIC CITY, N. J.

July 23, 1947

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

I understand from Mr. Melvin Hardy that he has made application for a position with you. This note is unsolicited by him, but I thought you would like to know that I have known this young man for some time. He works here during the summer and lives in the Y.M.C.A. He is one of the finest characters I have met in my nearly forty years of working with young men and boys. You can trust him. He has honor, a quality sadly lacking in many of our young men.

I sincerely trust you are well and that you are not working too hard. Come to Atlantic City whenever you are in our neck of the woods.

With kind personal regards, I am

Respectfully yours,

C M Cain

C. M. CAIN

CMC:J

Miss Olinek

847 Flordia Street
Covington, Louisiana
January 7, 1948

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Flordia

Dear Mrs. Bethune:

On the basis of the following qualification, will you please consider me an applicant for the school term 1948-49.

I have a masters of Science degree in Education from Tuskegee Institute, and ten years of teaching experience. I have also served as Jeanes Supervisor in Bullock County, Union Springs, Alabama, and as Critic Teacher at Tuskegee Institute, Alabama.

I shall be happy to give detail information if desired.

Very truly yours,
(Miss) Almena E. Williams

Miss Allen
Cl 51

187 W. Bergen Pl.
Red Bank, N. J.
January 8, 1948

President Mary M. Bethune
Bethune Cookman College
Datona Beach Florida

Dear President Bethune:

I'm inquiring as to the department of Physical Education. My main interest is to secure a position teaching Dance. I would like to know if there exists at this time a vacancy in position on the staff, or if there will be a vacancy existing this coming school year.

I graduated from A. and T. College, Greensboro, N. C. in 1947 where I majored in Physical Education, specialized in Dance, and received my B. S. Degree.

At the present I'm at New York University working on my Masters degree in the Dance which should be completed by July of this year. I'm also attending several of the dance studios in the city of New York as outside work.

In view of the fact that there may not be a possible vacancy on your staff and if you know of such a possible vacancy elsewhere, I would appreciate the president of such school in knowing of my occupational desire.

Any consideration will be greatly appreciated.

Very truly yours,

Ella Gamble

Ella M. Gamble (Miss)

Send Blank

140 Grove Street
Asheville, North Carolina
January 12, 1948

Office of President
Bethune Cookman College
Daytona Beach, Florida

Dear President:

I am writing you to inquire, if there is an opening in the Physical — Education Department for the summer, session or later sessions?

During the winter I am employed as a Physical Education Instructor.

I have completed work at — Tennessee State College, June 4, 1945, as well as graduate work.

I am seeking employment for — the summer or later session.

Any additional information will be gladly sent, to you.

Sincerely yours,
Vivian E. Bridwell

DURHAM, N.C.
JAN 26
9 - AM
1948
EAST DURHAM STA.

THIS SIDE OF CARD IS FOR ADDRESS

President W. H. Hale
Bethune-Cookman College
Daytona Beach, Fla.

1812 Fayetteville Street
Durham, North Carolina
26 January 1948

Dear President Hale:

I am interested in a position as an instructor at the Bethune-Cookman College in 1948-49. Please mail me an application form.

Very truly yours,
J. Elwood Smith

Mr. Moore: I have advised Mr. Seldon that you would look into this matter and if there is a possibility of employment, you will contact the young man. MMB

Miss Oliver

737 Mt. Vernon Street
Camden, New Jersey
February 15, 1948

Dr. Mary McLeod Bethune
President Emeritus
Bethune-Cookman College
Daytona Beach, Fla.

My dear Mrs. Bethune:

This letter is delayed by two months in coming to you due to the fact that on my return in December, after leaving Ireland, we ran into a very bad storm and I suffered injuries (a broken arm and severe bodily bruises) which have kept me in the hospital until last week and now I shall be convalescing here for the next three weeks.

I wanted to see you personally about two matters-one concerning the young man whose picture and record I enclose and who was at the University of Toulouse when I was and for three years more then graduating with honors. He was a teacher of French in the French Morocco and during the war was taken over by the government as a Functionnary in Law, a position which he now holds. I know him as a young man of excellence and a diligent student as his records show. I was with him often during our leisure hours. It makes me glad to have this opportunity to recommend him as he speaks Spanish and English as well as French and is well equipped for the position he applies for. I am writing you concerning the possibility of his being employed at Bethune College as I feel that he would be an asset in any college and should you not have a place for him at Bethune, I am thinking you may be able to recommend him elsewhere. He would like to have a position as a teacher of French in an American college.

Enclosed please find his photo and his address. I have advised him that if there is a possible opportunity, you will write him at once.

One of the reasons he wishes to make the change, there is such an overwhelming influence of Communism in Europe which is much to his dislike.

I was glad to read of the fine addition in regard to service to our group, and I was wondering if you need any additional teachers.

Hoping this finds you well and with warm regards, I am,

Sincerely yours,
Benjamin F. Seldon
Benjamin F. Seldon

THE METHODIST CHURCH

JAMAICA DISTRICT.

MINISTER:
REV. G. A. STEELE

MT. WARD,
RAMBLE P.O.
JAMAICA.

21st Feb. 1948

To whom it may concern:-

This is to certify that Miss E. L. Shorter is personally known to me. I took over the management of the Coke's View Methodist School about two years ago and found Miss Shorter a member of the Staff.

She is a very good teacher, hard working and the examination results are always satisfactory.

She is a member of the Church, assists with a junior class and helps in the choir. I have very great pleasure in giving this testimonial.

Yours faithfully

G. A. Steele

el

Send Blank

Apartment C-5, Hilltop Homes
Winston-Salem, North Carolina
February 22, 1948

REC'D. PRES. OFFICE
FEB 27 1948

President
Bethune Cookman College
Daytona Beach, Florida

Dear Sir:

Application is made for a position as instructor at the Bethune-Cookman College during the 1948 summer session and/or during the 1948-49 regular school term.

I received the Bachelor of Science degree in education from Tuskegee Institute and a master degree in education from Atlanta University. In addition, I have completed twenty-two hours of graduate study in sociology, including nine hours in statistics and social research. Prior to my present position as instructor in the social studies department of the Atkins High School, Winston-Salem, North Carolina, I was instructor of social studies and typing at the Lowndes County Training School, Hayneville, Alabama for four years. During the 1947 summer session I was assistant in the department of sociology at Atlanta University, Atlanta, Georgia. I was in the military service of the United States from 1942 to 1946 serving for fourteen months in overseas combat.

For further information concerning my qualification and character, please write:

Dr. Alfonso Elder, President
North Carolina College
Durham, North Carolina

Dr. H. C. Hamilton, Professor of Education
Atlanta University
Atlanta, Georgia

Dr. M. C. Hill, Professor of Sociology
Atlanta University
Atlanta, Georgia

Very truly yours,
William J. Earl
William J. Earl

Coke's View School,
Petersfield P.O.
Feby 24, 1948.

This is to certify that Miss E.L. Shorter is known to me since the 22. 8. 44, when she joined the staff of this school as Assistant Teacher in charge of the Middle Division. She had been promoted A_2 Teacher from her good work as A_3.

She has been very industrious and been obtaining satisfactory Results at the Annual Examinations. She is exceptionally good at Handwork.

She helps in church work and is one of the organists. It is a pleasure to testify of her good qualities.

I.E. Samms
Head Teacher

Waterworks
Petersfield
28th Feb 1948

To whom it may Concern

This is to certify that the bearer Miss E. L. Shorter has been known to me for a number of years as an assistant teacher at the Bodles Vecor school, hard working, and of good character and one of the leading members of the church. I take pleasure in recommending her to any one who may need her services.

Yours faithfully
Chas Wright
J.P. Westmoreland.

Appli Blank

15 West 119th Street
New York, 26 New York
March 4, 1948

Home Economics Supervisor
Bethune-Cookman College
Daytona, Florida

Dear Madam:

I should like to be considered for a vacancy in the department of Home Economics. I shall receive the Bachelor of Science degree in June 1948 from New York University, School of Education.

I'm very interested in the teaching of all phases of Home Economics and have had experience as a student teacher and extensive home experience in clothing.

My records may be obtained at the Bureau of Appointments, New York University, New York City.

I shall greatly appreciate serious regard of this application and welcome a reply.

Sincerely yours
Esther L. Small

Send Blank
+
usual letter

P. O. Box 352
Warsaw, N. C.
March 17, 1948

Mr. W. H. Hale
Bethune-Cookman College
Daytona Beach, Fla.

Dear Mr. Hale:

I would like to be considered an applicant for a position in your college for the ensuing Summer School Session 1948 and for the 1948-49 fall ter .

I hold a B. S. degree from Fayetteville State Teachers College, a Master of Arts degree in Education from Atlanta University, and a Master of Science degree in Public Health Education from North Carolina College, Durham, N. C.

I would appreciate a position in either of the fields mentioned above if a vacancy for such a person should occur.

I shall be glad to call at your office at any time you deem it necessary.

For reference concerning my character and teaching ability you may write the following:

Mr. O. P. Johnson, Superintendent
Duplin County Schools
Kenansville, N. C.

Miss Marie McIver, Supervisor
State Department of Public Instruction
Raleigh, North Carolina

Mr. G. L. Chandler
Morehouse College
Atlanta, Ga.

Mr. W. S. Maize, Instructor
Fayetteville Teachers College
Fayetteville, N. C.

Mr. R. D. Johnson
Atty. at Law
Warsaw, N. C.

Dr. Lucy S. Morgan
Department of Health Education
University of North Carolina
Chapel Hill, N. C.

Thank you for any information you may send me.

Respectfully yours,

Annie Mae Kenion

(Miss) Annie Mae Kenion

Appl. Blank

P. O. Box 4780Y
University of Minnesota
Minneapolis 14, Minnesota
March 24, 1948

Dr. Mary M. Bethune
Bethune Cookman College
Dayton Beach, Florida

Dear Dr. Bethune:

I should like to become a member of your 1948 Summer Staff at Bethune Cookman College. At present, I am pursuing graduate work in education and psychology here at the University of Minnesota Graduate School.

My qualifications include an M. S. in Education and Guidance with minors in Library Science and Art. I have completed three years of teaching experience, one year as an assistant in personnel and the Departments of Psychology and Guidance.

Please inform me of the possibility of coming to Bethune Cookman as a teacher, librarian, personnel assistant or any other suitable capacity you have available.

With very best wishes for continued success in your work and hoping to have the opportunity to join your staff in assistig you in the service of mankind. I am-

Respectfully yours,

Emma M. Eaton

Referred to President's office

AMERICAN RED CROSS
KENT COUNTY CHAPTER
55 DIVISION AVENUE, N.E.
GRAND RAPIDS 2, MICHIGAN
TELEPHONE 6-8661

645 Charles St. S.E.
Grand Rapids, Mich.
April 12 - 1948

Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

I would like to made application for a teacher's position in Bethune-Cookman College.

Last June I received my Bachelor of Arts degree with a major in sociology and minors in English and education. Since last September I have been doing graduate work with the University of Michigan School of Education on a extension basis. I am most interested in teaching course in education, sociology, or English.

If there are any vacancies I would appreciate your sending me application blanks, and I would of course send you with credentials.

Thanking you and wishing you every success in your school endeavors.

(Mrs) Mildred Jackson.

1919 Herman Street,
Nashville, Tennessee,
April 13, 1948.

PRES. OFFICE
APR [illegible]2 1948

Mrs Mary M. Bethune,
Bethune Cookman college,
Daytona Beach, Fla.

My Dear Mrs Bethune:

This letter is intended to indicate my interest in a position at Bethune cookman college for the scholastic year (1948-49).

I'm a graduate of A. & I. State Teachers College, Nashville Tennessee and was a member of the 1945 graduating class. I hold the B.S. degree and a High School Teachers certificate.

For two years I served as Instructor in History and Social Studies at Penn High School, St. Helena Island, South Carolina. I resigned the position named to pursue graduate studies at the above Institution at which I'm now attending. (I'm certified to teach History, Economics, Sociology, civics and geography.)

I am married, 24 yrs old and in excellent health. I have always been interested in church work and Y.W.C.A. activities.

For additional facts concerning my preparation and character, I refer you to any of the following:

Prof. Merl Eppse, A+I State Teachers College, Nashville, Tennessee; Rev H. P. Gordon, Trenton, Tennessee; Sister Mariella, St. Thomas Hospital, Nashville, Tennessee; Reverend H. M. White, 2334 Herman Street, Nashville, Tennessee.

Hoping for a favorable reply, I am,

Yours respectfully,
(Mrs) Alice Harrison Brown.

Miss Oliver
Please answer

Route 1 Box 165
Lawrence, Miss.
June 3, 1948

President
Bethune-Cookman College
Daytona Beach, Florida

Dear Friend,

Is there a vacancy for an instructor in Sociology, Social Science or position of Dean of men at Bethune-Cookman College? If there is a vacancy for either of the above positions, I should like to be considered an applicant.

I am a graduate of Tougaloo College, Tougaloo, Miss. A. B. with a major in Sociology and a minor Spanish. During 1946-47, and the summer of 1947 I studied Sociology at Atlanta University.

I have just completed a year's teaching

of General Studies and French at the T. J. Harris Senior High School, Meridian, Mississippi.

With best wishes for a happy and enjoyable summer I am,

Sincerely yours,

Robert Hunter Campbell

Miss Ollivier

Please answer
Send Blank

Box 234
411 W 116th Street
Johnson Hall
Columbia University
New York, New York
June 9, 1948

Dr. Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Bethune:

I am applying for a position in your English Department for the 1948-49 term. If you have a possible vacancy, please give me some consideration.

I am a graduate of Leland College, Baker, Louisiana. I have had three years of teaching experience; two years have been done in College Freshman English. I am now doing graduate work here at Columbia.

Any other information you need can be supplied.

Yours truly,
Myrtle Vera Lea

REC'D. PRES. OFFICE
JUN 21 1948

8111
MADE IN U.S.A.

Miss Adwill
Send Blank + letter

Maude P. Chisholm
2428 Amelia St.
New Orleans 15, LA.
June 17, 1948

President
Bethune-Cookman College
Datonya Beach, Fla.

Dear Madam:

Kindly inform me if you have any opening for a Physical Education Major on your faculty.

II I am a graduate of Xavier University, New Orleans, La. and have a Bachelor of Science Degree in Physical Education, and if I work in Physical Education - I will work during the summer on my masters - I am a Veteran.

I've heard so much about the progressive set up at Bethune, until I am extremely interested in securing employment there.

Any immediate Consideration given this Communication will be appreciated.

Very truly yours
M. P. Chisholm.

Send Blank

LINCOLN UNIVERSITY

FOUNDED AS LINCOLN INSTITUTE 1866
BY THE 62ND AND 65TH UNITED STATES
COLORED INFANTRIES, AND SUPPORTED
BY THE STATE OF MISSOURI

JEFFERSON CITY, MISSOURI

DEPARTMENT OF ENGLISH

Box 72,
June 22, 1948

Dr. Wm. H. Hale, Dean,
Bethune-Cookman College.
Daytona Beach, Florida.

Dear Sir:

If a vacancy exists in your college English department, please consider me an applicant for the 1948-49 session. I assure you that I will do my best to maintain the high standard of work for which your institution is nationally known.

On several occasions I have heard Mrs. Bethune speak, (most recently on her visit last winter to Lincoln University); it would be an honor to work in an institution that bears her name and which is a symbol of Negro achievement.

My 1947-48 assignment was a temporary one, as instructor in the college English department. I was retained to teach in the summer school, ending August 7, 1948

My experience is varied, including the teaching of high school Latin and English at Boley, Oklahoma and elementary teaching in Leavenworth, Kansas. Also I have done Extension School teaching for Langston, (Oklahoma) University.

A graduate of Kansas State Teachers College at Emporia, I received the M.S. degree May 26, 1944, with a minor in Latin.

My activities include church, sorority and civic responsibilities. For sixteen years, I was superintendent of the A.M.E. Sunday School at Boley, Oklahoma.

While at Boley High School, I sponsored the Girl Reserves under George W. Filmon, high school principal.

Mr. Cecil A. Blue, head of the English department at Lincoln University, can furnish you with a rating of my teaching efficiency. Also, I can send you a transcript of my work, a photo and other references.

I hope that my services will be needed — they would prove to be pleasant and beneficial.

Very respectfully yours,
(Miss) Alice Carter Mariott

President Moore

2915 13th Street, N. E.
Washington 17, D. C.
June 27, 1948

President Mary M. Bethune
Bethune-Cookman Junior College
Daytona Beach, Florida

Dear President Bethune:

I am interested in making application at Bethune-Cookman Junior College for a teaching position. If a vacancy is anticipated for which I might be considered I will be glad to submit a formal application.

At the June commencement this year I was awarded a Master's degree from Howard University. During the summer I will attend the Summer School for American Students, The University-Oslo, Norway.

The following are additional items of personal information:

Major Field: Government (Could also teach Economics)

Age: 23

Elementary Education: Public Schools, Washington, D. C.

Secondary Education: Northfield School for Girls
East Northfield, Massachusetts

A. B. (Cum Laude) Howard University

References: Dr. Robert Martin
Department of Government
Howard University

Dr. Vincent Browne
Department of Government
Howard University

Any communication sent to me at the above address will be forwarded to me in Norway.

Very truly yours,
Muriel B. Denniston
by G.H.W.

Muriel B. Denniston

112 Elm St.
Worcester, Mass.
July 2, 1948

Dear Miss Bethune:

I wish to apply for a teaching position at Bethune-Cookman Junior College. An outline of my background and training follows:

1932: A.B. at Bowdoin with honors and with high ones in Economics.

1933: M.A. in Economics at Clark University.

1935: Completed all work for Ph.D. in Economics at Clark except thesis. Minored in Sociology.

1935-1937: Statistical work in Worcester WPA Office.

1937-1938: Taught Economics in Worcester Night High School.

1939-1941: Helped Clark's Professor D. E. Lee in writing *Ten Years*:

The World on Its Way to War, a book on causes of World War II.

1940-1941: Wrote monthly article on U.S. domestic news for *Events Magazine*.

1942-1945: Economic Research, writing, editing for OSS' Presentation Branch, Washington, D.C.

1945-1948 (March): Similar to preceding for UNRRA.

Thanks for your kind attention to this application.

Sincerely yours,
Emil Grodberg

Faculty Applications

REC'D. PRES. OFFICE
SEP 13 1948

TEACHER'S APPLICATION BLANK

BETHUNE-COOKMAN COLLEGE

DAYTONA BEACH, FLORIDA

Date AUGUST 30, 1948

PERSONAL INFORMATION

Name VIRGINIA A. POLLARD Present Address 576 S. JACKSON ST. DECATUR ILLINOIS

Permanent Address ______ Phone No. 3-6619

Date of birth DECATUR, ILLINOIS Place of birth NOV. 30, 1918

Height 5-5" Weight 150 Marital Status MARRIED

Number of children NONE Church Affiliation PROTESTANT

EDUCATION

Type of School	Name and location of School	Years Attended	Degree of Diploma
High School	DUSABLE SENIOR HIGH 50TH STATE STS. CHICAGO, ILL.	3	YES
Normal School	NONE		
College	KANSAS STATE MANHATTAN KANSAS	1	NONE
University	MILLIKIN UNIVERSITY DECATUR ILL	CURRENTLY	NONE
Special	U.S. ARMY - DES MOINES IOWA and FT. RILEY KANSAS	6 MONTHS	—

Undergraduate Major PSYCH-SOCIOLOGY Under graduate minor LITERATURE

Graduate Majors NONE

EXPERIENCE

Name and address of school	Type of Experience*	Number of Years
U.S. ARMY HEALTH	CLASSES	4 MONTHS.

*If teaching experience, kindly list subject matter fields.

752 West Wash. Avenue
Madison, Wisconsin

Reply

Moore

Faculty Applications

The President
Bethume Cookman College
Daytonia Beach, Florida

Dear Sir,

I am herein applying for a position in the English Department of Bethume Cookman College for the school term, 1948-49.

I am a graduate of the University of Wisconsin in the class of 1948, with a major in English and a minor in Spanish and History.

For information concerning my ability as a student, you might consult the following:

Prof. R. Doremus, Professor of English, University of Wisconsin;
Reverend G. Rowley, Pastor of A.M.E. Church, Madison, Wisconsin;
W. W. Clem, Southern University, Baton Rouge, La.

Assuring you that I am appreciative of any consideration received, I am

Very truly yours,
Hannah Hopkins
(Miss) Hannah Hopkins

Send Blank
Faculty Application

66 St. Nicholas Pl.
Apt. B44
New York City 32,

President Richard V. Moore,
Bethune-Cookman College
Daytona Beach, Fla.

Dear Sir:

I am applying for work as a teacher of English or Education in your school for the term 1948-1949.

By the end of July I shall complete all requirements at New York University, N.Y.C., for a master of arts degree in English-Education. At the same time I shall have eight or more points of credit toward a Ph.D.

If I am given a position, I believe I will be able to do a competent job.

Very truly yours,
(Mrs.) Annette L. Roberts

Please acknowledge

Box 152
Coal Creek, Tenn.

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Fla.

My dear Mrs. Bethune:

If there are any vacancies in the departments of English, history, sociology, education or your office force, please consider me as an applicant. If there is a need for an assistant in any of the departments mentioned please consider me.

I was graduated from Knoxville College, Knoxville, Tenn., receiving an A.B. degree. My major interest is sociology; my minor interest is English, education and secretarial work.

During the summer of 1936 I attended the University of Chicago taking courses in sociology. During my senior year at Knoxville College I did the equivalent to twelve weeks of practice-teaching at Austin High School, Knoxville, Tenn., teaching eleventh and twelfth grade English. I have also had experience in office work having worked as an assistant to the bookkeeper in the main offices of Knoxville College while I was a student there.

Concerning my Character and ability may I refer you to:

Prof. J. Herman Daves, Dept. of Sociology
Prof. J. L. Cary, Dept. of English
Prof. D. K. Cherry, Dept of Education
Miss Corinne Kirkpatrick, Bookkeeper,
all of Knoxville College.

Before I close I would like to say that it is with great interest that I read your column which is published in the Pittsburgh Courier. As I read it I think of the great good brought to our youth through your sincere and faithful work and I always receive an inspiration to contribute something to our race in my humble way.

Very sincerely,
(Mrs.) Mildred Guess Ward.

Route 4, Box 68
Fort Worth, Texas.

The President
Bethune-Cookman College
Daytona, Fla.

Dear Sir:-

I am herewith filing application with you for a position on your college faculty.

I earned the B.A. degree from Lincoln University Penna., and M.A. from Clark University, Worcester Mass.

I have done additional work in New York and Chicago.

I have had ten years successful experience teaching Education, Mathematics, English and Foreign Languages.

Thanking you, in advance, for your very kind consideration of my application, I am

Very truly yours
J. Henry Alston

H. M. BLOCK
PRESIDENT AND MANAGING DIRECTOR

E. H. BLOCK
VICE PRESIDENT

OWNERSHIP MANAGEMENT

Alkahest Celebrity Bureau
Mortgage & Guarantee Bldg.
Atlanta, Georgia

~~Hotel Dempsey~~

~~THE SOUTH'S DELUXE HO~~TEL

CENTRAL LOCATION
325 ROOMS 325 BATHS

~~MACON, GEORGIA~~

HARLAND-ATLANTA

The President
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

I am writing to inquire if there is any vacancy on the English or Education staff of Bethune-Cookman College for the coming year. I should like to be affiliated with one of the colored colleges and, for personal reasons, should like to be in Daytona.

I hold an M.A. from Columbia, and have taught in Puerto Rico, Lingnan University in China, and in the Writing Center of New York University. I am the author of "Dynamite on our Doorstep" published by Greenberg, "Angry Men - Laughing Men" published also by Greenberg and various other books. Also I have had some fifty articles published by

Liberty, The American Mercury, The Saturday Review of Literature and other national magazines.

Thank you for your courteous reception of this letter.

Sincerely yours,
Wenzell Brown

Miss Alfreida Prince
2708 East Columbia Drive
Tampa, Florida

Please contact Mrs. Griffin of whom I spoke to you ascertain if she is available to teach Education here during summer session opening Monday - Have her wire Mrs. Bethune giving full name and address - Thanks

blm

BETHUNE-COOKMAN COLLEGE
ARCHIVES

PERSONAL RECORD

Mary E. Cannon
62 Union Avenue, Cranford, N.J. Tel. Cranford 6-0132

Date of Birth: September 25, 1812
Place of Birth: Cranford, New Jersey
Parents:

	Occupation
Mrs. M. Gertrude Cannon	Teacher-Religion; Social Hygiene; Lecturer
Rev. D. W. Cannon	Minister
Siblings;	Principal-Laboratory School Tuskegee Institute, Alabama Former Principal Adult Ed.; Cranford, New Jersey Summers-Social Work-Migrants Centers--Delaware, Maryland Federal Council of Churches

SCHOOLS ATTENDED

SCHOOL	PLACE	DATE OF GRADUATION
Cranford High School	Cranford, N.J.	June, 1930
Jersey City State Normal School	Jersey City, N.J.	June, 1933
Jersey City State Teacher's College	Jersey City, N.J.	June, 1935 (B.S.)

1. JERSEY CITY STATE TEACHER'S COLLEGE
   - A. Academic Training
     Major: Kindergarten-Primary; Minors: Music, and Sociology additional concentration in Nursery School Work.
   - B. Extra-curricula Activities
     College Glee Club (4 yrs.); College Quartette (4 yrs.) Treasurer of History Club (1935); Chairman of Play Day (19 35) Captain of Basketball and Baseball Team (1933-35); Title Holder of Paddle Tennis (1933-35), Title Holder of Tennis (1933-1935); Member of Psychology, International Relationship, Science, Archer and Women's Athletic Association, clubs.

2, HONORS
   Deans List (4 yrs.); Charter Member of Kappa Delta Pi Honorary Society, Delta Upsilon Chapter of College

BEST AVAILABLE COPY

Personal Record--Mary E. Cannon

BETHUNE-COOKMAN COLLEGE
ARCHIVES

PROFESSIONAL EXPERIENCES:

June-August 1939	Supervisor of Directed Teaching First and Second Grade Virginia State College, Ettrick, Va.
Jan. - June 1939	Third Grade Teacher, Pleasantville, N.J. Public School Park Ave. School
Jan. 1937--Jan. 1939	Teacher Primary Grades, Egg Harbor Township, New Jersey, Farmington School
Oct. 1936--Dec. 1936	First Grade, Orange Graded School Orange, Virginia
Jan.--Sept. 1936	Supervisor and Director of Health Survey and Project, Union, N.J.
Oct. 1933 Feb. June 1934	Substitution in all Primary Grades including Pre-school Kindergarten Westfield, Public School, Westfield, New Jersey
Summers 33-34	Director and Teacherof Children 7-16 years and Adults--Community Center, Houston, Delaware
Summer 1935	Director and teacher of Children and Adults, Community Center, Hurlock, Maryland
Summers 1937-38	Organizer and Director of Social Center for Migratory Laborers, Bridgeville, Delaware
Sept. 1934-June 1935	Assistant in research (Music and Kindergartent Department) N.J.S.T.C.
1930-35	Instructor in Piano, Cranford, N.J.
1928-33	Pianist of Church School, First Baptist Church, Cranford, N.J.
1932-36	Organist and Director of Choir, First Baptist Church, Cranford, N.J.
1937-39	Director of Choir-Mt. Zion Baptist Church, Pleasantville, N.J.
1932	Superintendent of Beginners Dept. Daily Vacation School, Shiloh Baptist church, Hartford, Conn.

Personal Record--Mary E. Cannon

BETHUNE-COOKMAN COLLEGE
ARCHIVES

1929-35	Teacher in Primary Dept. First Baptist Church School, Cranford, N.J
1937-39	Superintendent of Beginners Department --Mt. Zion Baptist Church School, Pleasantville, N.J.
1930	Director of Recreation for Youth of Cranford, N.J. 10-25 yrs.
1938-39	Director of Girls Activities Community Center, Pleasantville, N.J

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

1. Business and Professional Colored Women's Club of the State of New Jersey, Atlantic City, New Jersey Officer--Pianist
2. Civic League of Egg Harbor Township and Vicinity
3. Study Center--Atlantic City Branch
4. New Jersey State Teacher's Association

REFERENCES

Name	Position	Address
Miss Katharine Jamison	Atlantic County Helping Teacher	117 So. Illinois Ave. Atlantic City, N.J.
Mr. Jarvis Maxwell	President of Board of Education, Egg Harbor Township, N.J.	Fire Road, Pleasantville, N.J.
Dr. Roy Shaffer	President, Jersey City State Teacher's College	Jersey City, N.J.
Miss Edna M. Colson	Director of Division of Education, Virginia State College	Ettrick, Va.
Miss Edith E. Lowry	Executive Secretary, Council of Women for Home Missions	497 Fourth Avenue New York City
Miss Mabel Carney	Professor of Education Teacher's College, Columbia University	New York City

Personal Data

Name - Dorothy Louise Lindsay

Age - 29

Marital Status - Single

Education - High School; Alabama State Teachers College, Montgomery, Alabama College; Three years Spelman College, Atlanta, Georgia; B. S. degree Alabama State Teachers College, Montgomery, Alabama.

Experience - Teacher; Fayette County Training School, Fayette, Alabama; Dothan High School, Dothan, Alabama; Reid Business College, Atlanta, Georgia; Booker Washington Evening High School, Atlanta, Georgia; Vacation Subistute Teacher, New York City Nursery School System, New York, N.Y.; Clerk Apeda Studios N.Y., N.Y.; Acting Manager Ajax Advertising Agency, Atlanta, Georgia - Editor The Tradewind" a monthly magazine published by the Advertising Agency.

Special Interests - Dramatics, Athletics, Journalism

Future Plans - Graduate study University of Pennsylvania Summer of '48

Personal Data

Personal Details

Name – Agnes Elizabeth Jackson
Present Address – Box 453
Sayville, Long Island, New York
Permanent Address – 714 East Seminary Street
Danville, Illinois
Age - - - - - 22 years
Height - - - - 66½ inches
Weight - - - - - 139 pounds
Physical Condition – No defects
Religion - - - Protestant

Education

1935 – 1939
Hampton Institute, Hampton, Virginia
Double major in Social Studies
1931 – 1934
Danville High School, Danville, Illinois

Experience

1938 – 1939
Directed Student Teaching at the
George P. Phenix School for 36 weeks

References

Mr. A. Ogden Porter Head of Social Studies
Department, Hampton Institute, Virginia
Mr. R. Jenkins, Supervisor of Secondary Education
Hampton Institute, Hampton, Virginia
Miss Bernice A. O'Briant, Supervisor
of Student Teaching, Hampton
Institute, Virginia
Mrs. Beulah Van Wagenen Dean of Women.
Hampton Institute, Virginia

PERSONAL DATA

Personal

Name........................ Burnett Allan White
Present Address ....Box 11, Hampton Institute, Virginia
Permanent Address........72 Bond Street, Holyoke, Massachussetts
Height 5' 5½"   Weight 150 pds.
Date of birth.............January 13, 1916
Place of birth............Holyoke, Massachusetts
Age.........................23
Nationality...............American Negro
Not married and have no dependents
Religion..................Congregationalist
Physical Condition.......No defects of any kind.

Education

High School.....Holyoke Public High School, Holyoke, Mass.
College.........School of Business, Hampton Institute

Accounting Courses Studied:

- Elementary Accounting
- Advanced Accounting
- Income Tax Accounting
- Accounting Systems
- Auditing

Courses Allied to Accounting Studied:

- Investments
- Economics
- Business Administration
- Money and Banking
- Commercial Law
- Business Writing
- Retail Merchandising
- Salesmanship

Experience

Three years accounting work in the Agricultural Department, Hampton Institute

Employed in the Treasurer's Department, Hampton Institute, since June 1, 1938.

RE: Application for position as Office Manager, Secretary, Bookkeeper or General Office Worker.

Name: Thurman McKinley Ragland
Address: 2219 Seventh Avenue
City: New York, New York

		Years
EDUCATION:	Graduate High School of Commerce Columbus, Ohio	4
	Attended Ohio State University Columbus, Ohio	2½
	Completed Teachers Commercial Course Franklin University Columbus, Ohio	1
EXPERIENCE:	Business Secretary, Spring St. Branch, YMCA 202 East Spring St. Columbus, Ohio	4
	Deputy Clerk of Courts, Court of Common Pleas Franklin County Court House, Columbus, Ohio	7
	Assistant Accountant, N. Y. Amsterdam News 2287 Seventh Avenue, New York, New York	4
	Teacher, Cooper School, (Bookkeeping, Typing) 369 West 139th Street, New York, New York	2

REFERENCES:

Mr. N. B. Allen, Executive Secretary
Columbus, Urban League, Columbus, Ohio

Mr. William Earl Best, Accountant
New York Amsterdam News, 2287 Seventh Avenue
New York, New York

Personnel Department, Department of Welfare
902 Broadway, New York, New York (refer to #256033)

Mr. R. J. Cooper, Instructor, New York Public Schools
369 West 139th Street, New York, New York

PERSONAL AND INTELLECTUAL QUALIFICATIONS

PERSONAL

Full Name: I. Emerson Bryan, Jr.

Age: 30 years

Birthplace: Daytona Beach, Florida

Lineage: Negro

Religion: Protestant

Social Status: Married (One Child)

EDUCATION

High School: Stanton High School, Jacksonville, Florida. 1935

College: Hampton Institute, Hampton Institute, Virginia. B. S. Degree 1940.

University: The Pennsylvania University, State College, Pennsylvania. Graduate work, one year.

EMPLOYMENT

Drafting Instructor, Stanton High S School, Jacksonville, Florida.

Orange County Training School, Chapel Hill, N. C.

U. S. Army, 4½ years

REFERENCES:

F. J. Anderson, Principal, Stanton High School Jacksonville, Florida

Major Walter R. Brown, Hampton Institute, Virginia

Mr. John L. Frank, Hampton Institute, Virginia

Mr. W. M. Christman, Jr., Pennsylvania State University

Mr. A. C. Case, Pennsylvania State University

PERSONAL AND INTELLECTUAL QUALIFICATIONS

PERSONAL

Full Name: Claude Oscar Hilliard, Sr.

Age: 32 years (February 26, 1916)

Birthplace: Jacksonville, Duval County, Florida

Lineage: Negro

Religion: Catholic

Social Status: Married (Two Children)

EDUCATION

High School: Graduate of Stanton High School, Jacksonville, Florida, 1935.

College: Graduate of Florida A and M College Tallahassee, Florida. B. S. Degree in Business, 1940

University: Graduate of New York University, School of Education, New York, New York. M. A. Degree in Business Education 1946.

EMPLOYMENT

Head of the Commercial Department Stanton High School, Jacksonville, Florida. Eight years.

Part-time Bookkeeper for several small Jacksonville Business concerns. Five years.

REFERENCES:

F. J. Anderson, Principal, Stanton High School, Jacksonville, Florida

Dr. Peter L. Agnew, School of Education, New York University, New York 3, New York.

EXPERIENCE CONTINUED

Practice Teaching ½ year 1946-47 10B High School, American History
President of Veterans Club 1946-47
Secretary to Assistant Superintendent of Negro Schools of West Virginia 1946-47

I have the willingness to put in a full day's work plus any overtime necessary for the completion of the job; the ability to organize and work with boys and girls, and to assist in many extracurricular activities; the loyality which is so essential to my superiors and to the community.

Complete credentials may be obtained upon request.

I am deeply interested in my profession, and if elected to any of the vacancies you might have in any of the fields mentioned in this letter, I shall work whole heartedly in the interest of the school and community.

Thanking you in advance for any consideration you might give me. I am,

Sincerely yours,

Thomas H. Mayfield
THOMAS H. MAYFIELD

BETHUNE-COOKMAN COLLEGE
ARCHIVES

NAME: Maude Crawford Blackwood, B.F.A., B.S. in Education, M.A.

DATE OF BIRTH: October Twenty-ninth, Eighteen Ninety-eight

ACADEMIC HISTORY:
Philadelphia High School for Girls (1912-1916)
Philadelphia Normal School (1916-1918)
Pennsylvania Academy of Fine Arts (1918-1921)
The Temple University (1922)
New Jersey State Summer School, Ocean City, N.J., (1923)
The Ohio State University (1935-1936)

TEACHING EXPERIENCE:
Philadelphia Public School System (1918-1924)
(Industrial Arts)
Columbus Evening Public School (1935-1937)
(Clothing)

HONORS:
Three -year Scholarship at the Pennsylvania Academy of Fine Arts

Recommended by the Ohio State University to the "Crisis"
as Honor student for 1936

Johnson
Faculty
Applications

TEACHER'S APPLICATION BLANK

The Board of Education of the Methodist Episcopal Church.

Department of Educational Institutions for Negroes.

APPLICANTS FOR APPOINTMENT under the auspices of this Board will please give information on the following points:

Date April 19th - 1928

1. *Full Name* Margaret Marie Johnson - Margaret Marie Johnson
2. *Post-office Address* Bethune-Cookman College, Daytona Beach, Florida.
3. *Age* 22 *Married or Single* Single
4. *If married, state family and age of children*
5. *State of health* Good *Any disease?* No
6. *Member of what Church* Episcopal
7. *Your education; number of years and in what Institution*
   - (1) *Preparatory work* Bethune-Cookman College(Then Known as Daytona Normal and Industrial Institute)
   - (2) *Normal work*
   - (3) *College work* Bethune-Cookman College (1½ yr)
   - (4) ~~Industrial~~ Commercial *work* Bethune-Cookman College
   - (5) *Graduate from what Institution* Bethune-Cookman College
   - (6) *What degree* **in cursu**, *if any, do you hold, and from what Institution?*
   - (7) *If not a graduate, how much of the course completed?*
8. *What experience in teaching? Where and how long?*
9. *What grade of teaching preferred*
10. *Name the studies you can teach if required*
11. *Do you sing?* Yes *Can you teach vocal music?* No
    Can you teach instrumental music? No
12. *Indicate as clearly as you may, your motives for entering upon this work.*
    Preference for Clerical work
13. *In what part of the work do you prefer to labor?* Office
14. *Have you ever been employed in any school of this Board* Yes *if so, where and how long?* Bethune-Cookman College - (One Year)
15. *Send testimonials of qualifications for teaching, and of Christian character*
16. *Give names and addresses of at least two* Miss Jane Hunter, General Secretary
    The Phillis Wheatley Association - Cleveland, Ohio.
    Mrs. Mary McLeod Bethune, Pres. Bethune-Cookman College, Daytona Beach
17. *State Nationality or Race* American Negro *and send photograph.*

Any other information deemed important, write on the following page.

Return this to the office of the Board

740 Rush Street, Chicago, Ill.

Lansdowne Albert Young
(NAME)

(DEGREE)

MA June 3, 1933
(GRADUATION)

(WHERE PREPARED FOR UNIVERSITY) (DATE OF GRAD.)

(TEACHER'S CREDENTIAL)

French
(MAJOR)

English
(MINOR)

Entrance Record	Units Pass.	Units Rec.
English		
Greek		
Latin		
French		
German		
Spanish		
Anc. History		
M. and M. History		
English History		
U. S. History		
Civics		
Algebra		
Geometry		
Trigonometry		
Physics		
Chemistry		
Botany		
Zoology		
Drawing		
Physiology		
Intro. Science		
Freehand		
Mech. Drawing		

Faculty Action and Remarks

12-13-30 - Admitted to grad. side in the Grad. Sch. - Short: 12 addl. units for A.M. (Fren.), OK. Coll.

9-28-32 Graduate Coun. Candidacy and thesis topic approved [illegible]

1-11-33 Tr. Lincoln Univ. (E)

1-28-33 Grad. Coun. Given an extension of time to Jan. 28 for final presentation of thesis.

7/6/38 Tr. Dr. Mohr Pres. Paul Quinn Coll, Waco, Texas. (E)

Thesis: The staging of ten French plays presented at Paris [illegible] 1834

COURSE	1st Sem. Un.	1st Sem. Gd.	2nd Sem. Un.	2nd Sem. Gd.
1930-1931				
Fren. 104b			2	C
Fren. 109b			*2	C
Eng. 133			*3	D
Eng. 14?			*3	D
S S 1931 1st				
Fren. 105a	2	C		
Eng. 158a	*2	C		
Relig. [illegible]	*2	C		
1931-32				
Engl. [illegible]			*3	B
Engl. [illegible]			*3	D
Fren. [illegible]			2	B
Fren. 125b			*2	B

COURSE	1st Sem. Un.	1st Sem. Gd.	2nd Sem. Un.	2nd Sem. Gd.
1932-33 Fall				
Engl. 169	*2	B		
1932-33				
French 22?a	*2	B		
French 23?a	*2	C		
French 26?a	*0	Credit		
SS 1936	1st Term		2nd Term	
Span. 1 a.b	4	B	4	A

[illegible]

A.Y. Lansdowne

UNIVERSITY OF SOUTHERN CALIFORNIA

Lansdowne, Albert Young
(NAME)

[illegible] Kansas City Mo.

2-10-31
(DATE OF ENTRANCE)

Mrs. D.Y. Herron 1476½ E. 55 St
(NAME AND ADDRESS OF ...)

Lincoln University
Jefferson City, Mo.

COURSE	COURSE	COURSE

Graduate
of
Lincoln University
A.B. 1930

BETHUNE-COO
ARC

My Qualifications

I.Personal data-

a)Place of birth	Chester,Penn.
b)Age	26
c)Race	Negro
d)Nationality	American
e)Marital status	Married;one child

II.Educational data-

SCHOOL	YRS.	DEGREE	MAJOR
a)Battle Creek high school Battle Creek,Mich.	1926-30	Diploma	College Prep.Co.
b)Western State Teachers'College Kalamazoo,Mich.	1931-35	A.B.and Teacher's Certif.	Math.-Chem.
c)Univ.of Michigan Ann Arbor,Mich.	1935-36		Math.-Chem.
d) "	1937(summer)	M.S.	" "
e) "	1938(summer)	4 hrs. on Ph.D.	

III.Experience data-

EMPLOYER	YRS.	FIELD
a)Jackson Board of Education Jackson,Mich.	Jan.1938-present	Adult Education

IV.References-

a)Mr.J.M.Lindemuth
327 Van Buren
Jackson,Mich.

b)Mr.G.L.Greenawalt
Office of Board of Education
Jackson,Mich.

c)Appointment Bureau
Univ.of Michigan
Ann Arbor,Mich.

FRAGMENTS OF LETTERS

FROM HERE TO THE END OF THIS FOLDER

following persons, who will be glad to write for me:

Dr. Walter H. Brooks 1136 18th Street, N.W., Wash. Pastor.
Mr. W. G. Daniel Howard University. University Librarian.
Miss C. V. Ware 1634 R Street, N.W., Wash. Supervisor of D.C. Nursery Schools, Divisions 10-13.
Dr. Hamilton S. Martin 1740 N.J. Avenue, N.W., Wash. Physician.
Mrs. M. W. Kirkland 757 Gresham Place, N.W., Wash. Head of Home Economics department at Howard.
Mrs. L. S. Sewell 1210 Fairmont St., N.W., Wash. and
Mrs. E. R. Stephens 3508 Roanoke Ave., Newport News, Va.- Instructors in Home Economics at Howard.
Mr. J. W. Butcher, Jr. Howard University. Director of Howard Players and Instructor in English.

I sincerely thank you for any consideration you may give me. I shall be glad to furnish any further information which you may desire.

Yours very truly,

(Miss) Daisy E. Bookers

BETHUNE-COOKMAN COLLEGE
ARCHIVES

I am very much interested in social welfare, and also enjoy club work of various types. I do not think I go too far in saying that you would find me willing and adaptable.

I am thirty-seven years of age, married, wife and two children; five feet five inches tall, weigh 147 pounds.

I am not afraid of hard work. I realize that I must start at the bottom and learn; this I shall be glad to do. I am free to keep any appointment you may care to make.

May I have the favor of a reply at your convenience?

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Yours very truly,

Clarence E. Williams

I shall send you my address from the next city as soon as I arrive there.

Thanking you for your kind consideration and wishing for you continued success, I am

Very respectfully yours,

Ella L. Bennette

Ella L. Bennette

ELB:

Encl.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Institutions of learning, other desirable references, transcripts; and experiences of travel will be sent in the event of necessity.

The present educational status—
The Master's Equivalent with quality points in Many Types of Education at the University of Cincinnati, Cincinnati, Ohio.—

Florida reference:- Prof. J. B. Bragg, F. A. & M. College Tallahassee, Florida.

Hoping to hear from you early and thanking you now

I am

Very sincerely,

Blanche C. Gipson

Teacher + Staff Applications (Response to)

BETHUNE-COOKMAN COLLEGE
ARCHIVES

May
31
1938

Mr. Henry M L James
P O Box 204
Daytona Beach, Florida

My dear Mr. James:

I have your letter of recent date, together with the copy. I am giving the matter consideration and shall be able to reach a conclusion within a short time.

I note that your work has centered very largely around children's library work, which is, of course, very desirable and which must go with every library organization. It occurs to me to ask to what extent you have been able to induce college people to read. The head of the library here, as you know, must administer and deal with some nearly one thousand college students. Other members of the force must do the work with the children, with the head librarian directing only. Our largest problem is with the college group in helping them with their research work.

Yours very truly,

J R E Lee, President

JREL:ACB

COPY

BETHUNE-COOKMAN COLLEGE
ARCHIVES

COPY

June
7
1938

Mr. Henry M L James
P O Box 204
Daytona Beach, Florida

My dear Mr. James:

I have your letter dated June 6.

I am giving the matter of your possible employment serious consideration. I am not yet sure that we are able to offer you such inducement as you now have. I note you and your wife receive $200 per month. We are not in position to consider such a salary at this time. I have had a very splendid letter from Mrs. Bethune and evidently you are prepared to render a good service, but I am not in position to close the matter at present.

With appreciation, I am

Yours very truly,

J R E Lee, President

JREL:ACB

BETHUNE-COOKMAN COLLEGE
ARCHIVES

July
20
1938

Mr. Henry M L James
P O Box 204
Daytona Beach, Florida

My dear Mr. James:

I appreciate your letter of recent date. I regret, however, as indicated in my letter of June 7, we are not in position to engage you for work in our library next year. As stated in that letter, our funds do not permit us to make such an expenditure for this item, as will satisfy you in view of your past income.

We have therefore been compelled to look in another direction.

With appreciation for the fine work which you have done and which you are able to do and with regret we cannot engage you, I am

Yours very truly,

J R E Lee, President

JREL:HMT

application

July 19, 1938

Miss L. F. Wood
1414 E. 59th Street
Chicago, Illinois

Dear Miss Wood:

We want to thank you for your very interesting application for a position teaching French at Bethune-Cookman College. We do have a vacancy in the field of French, but it is in connection with one of the following combinations: French and Music instructor, French and English, or French and Physical Education. Being a junior college it is necessary for us to have teachers in two fields. Because of your training and experience, we certainly hope that it will be possible for you to qualify for one of the above combinations. If you do, we shall be anxious to take up the matter of probable employment.

I wish you would try to meet at the International House a young lady by the name of Miss Virginia Winlock. She is a very good friend ot my family, and I would like for you to know her. For the past three or four Summers, I have been staying at the International House, and I know that you are enjoying your stay there.

Very truly yours,

Abram L. Simpson

ALS:nhd

Faculty

July 30, 1938

Mrs. Ethel L. Richardson
819 North Sapodilla
West Palm Beach, Florida

My dear Mrs. Richardson:

In my last letter to you the request was made that you close out your work there on July 30th. I had anticipated receiving a letter from you upon my return from Tuskegee but I imagine you have been very busy and have not had time to write.

Because of the changes that we are anticipating here and the fact that vacation time is near for all of us, it will be absolutely necessary for you to return to the campus not later than August 5th. In your planning, please look forward to remaining on the campus until August 27th . You will be able to direct your activities from the school, lining up your acticity for your next place.

We hope that success has attended your last efforts, and that your financial report will show satisfactory results.

Sincerely yours,

Acting President.

ALS:m

applic.

July 30, 1938

Mr. Harrison E. Baker
3404 Giles Avenue
Chicago, Illinois

Dear Mr. Baker:

Thank you for your letter of July 25.

The position of bookkeeper in Bethune-Cookman has been filled, but I shall be glad to keep you in mind, if a similar opening comes to my attention.

With best wishes,

Sincerely yours,

Acting President.

ALS:m

application

August 1, 1938

Mr. Baldwin W. Burroughs
1124 Judson Avenue
Evanston, Illinois.

My dear Mr. Burroughs:

Thank you very much for your letter of July 24.

We are very much interested in your qualifications. We are seeking an Instructor in English and French, and believe you can meet our requirements. We are also interested in your stated ability to handle dramatics as an extra-curriculum activity.

We should like to have some statements relative to your personal status - your age, whether married or single, church affiliation, state of health. We should like to know also the extent of your teaching experience.

On what day in August will your graduate degree be conferred? Please have Wiley College and Northwestern University to send us copies of your transcript.

Sincerely yours,

Acting President.

ALS:m

afile

August 2, 1938.

Mrs. T. L. Beard,
Tuskegee Institute, Alabama.

Dear Mrs. Beard:

Thank you very much for filing with us an application as matron in one of the dormitories. Your application shall be placed on file, and if a vacancy occur in the field for which you apply, we shall be happy to consider you.

Very truly yours,

Abram L. Simpson,
Acting President.

ALS/fb

Application

BETHUNE-COOKMAN COLLEGE
ARCHIVES

August 2, 1938.

Mrs. E. Harris,
1631 Myrtle Street,
Shreveport, La.

Dear Mrs. Harris:

Thank you very much for filing with us as application as matron in one of the dormitories. Your application shall be placed on file, and if a vacancy occur in the field for which you apply, we shall be very happy to consider you.

Very truly yours,

Abram L. Simpson,
Acting President.

ALS/fb

appli

August 4, 1938.

Mr. William Evans,
9124 E. Washington Street,
Lake City, Florida.

My dear Mr. Evans:

Thank you very much for filing with us an application for a position as Assistant Superintendent of the Bethune-Cookman Laundry. Your application shall be placed on file and if a vacancy occur in the field for which you apply, we shall be very happy to consider you.

Very truly yours,

Abram L. Simpson

ALS/fb

Faculty

August 4, 1938.

Mr. Albert J. Brown,
Tuskegee Institute, Alabama.

Dear Mr. Brown:

Thank you very much for filing with us an application for a position as a coach of Athletics and as an instructor of Vocational Agriculture in our school. Your application shall be placed on file, and if a vacancy occur in the field for which you apply, we shall be very happy to consider you.

Very truly yours,

Abram L. Simpson

ALS/fb

Faculty

August 19, 1938

Mrs. Hettie L. Bradford,
Registrar, Wiley College,
Marshall, Texas.

My dear Mrs. Bradford:

May we acknowledge receipt of your letter of August 15, with copy of transcript of Mr. Baldwin W. Burroughs. We are giving serious consideration to Mr. Burroughs' splendid qualifications, with a possible view to his appointment to the staff of Bethune-Cookman College.

With best wishes,

Sincerely yours,

Acting President.

als-m

August 31, 1938.

Miss Manolia A. Kirkland
1831 Taylor Street
Columbia, South Carolina

My dear Miss Kirkland:

We are only too sorry that we will not be able to avail ourselves of the opportunity of your services this year. We want to congratulate you on the splendid training that you have had in the field of Education.

Your application will be kept on our file and if a vacancy should occur, when we can use you, we shall only be too glad to communicate with you.

Very truly yours,

ALS:EAR

August 31, 1938.

Miss Marjorie Miller
1555 West Oak Street
Louisville, Kentucky

My dear Miss Miller:

May we thank you for filing your application for the position of teacher in French and English at Bethune-Cookman College.

We had an excellent list of applicants for the position from which to select and a young lady of Virginia Union, Smith and Columbia Universities, who has been teaching at Virginia Union for the past several years has been considered for the position.

We shall be glad to keep your application on our file and should another vacancy occur when we can use you, we shall only be too glad to inform you.

Sincerely yours,

ALS:ELR

August 31, 1938.

Miss Alyce M. Wilson
425 South Tenth Street
Quincy, Florida

My dear Miss Wilson:

We want to thank you for filing your application for the position as teacher of Physical Education at Bethune-Cookman College. We only regret our inability to take advantage of your services, as we feel confident that you would be able to make a definite contribution to the life of the school.

If at any time we can be of any service to you don't fail to call upon us for assistance.

Sincerely yours,

ALS:ELR

August 31, 1938.

Mr. Baldwin W. Burroughs
1124 Judson Avenue
Evanston, Illinois

My dear Mr. Burroughs:

We are only too sorry that we will not be able to avail ourselves of the opportunity of your services this year for the position of teacher in English and French.

Your application will be kept on our file and in the event a vacancy should occur, when we can use you, we shall only be too glad to get in touch with you.

Very truly yours,

als:elr

August 31, 1938.

Mrs. Martha J. Edwards
2378 Adams Street
Gary, Indiana

My dear Mrs. Edwards:

We regret exceedingly that we will not be able to avail ourselves of the opportunity of your services this year. We want to congratulate you on the splendid training that you have acquired in the field of Education.

Your application will be kept on our file and if a vacancy should occur, when we can use you, we shall only be too glad to communicate with you.

Very truly yours,

ALS:ELR

May 23, 1939

Mr. Thurman McKinley Ragland
2219 Seventh Avenue
New York, New York

Dear Mr. Ragland:

May we thank you for your letter of recent date, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be happy to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-cjt

June 30, 1939

Mr. Weyman R. Burns
5722 Indiana Avenue
Chicago, Illinois

Dear Mr. Burns:

Thanks for your letter of June 27, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

Faculty Applications/Appointments

September 7, 1939.

Miss Sadye E. Pryor,
611 West Jackson Street,
Pensacola, Florida.

My dear Miss Pryor:

Your letter of September 4th has been received in the absence of President Bethune from the office. She will not come to the College until next week.

We have been successful in securing a Domestic Science teacher, who will report for duty next week. This lady is a graduate of Hampton Institute and has some valuable experience in Home Economics. Mrs. Bethune will be so grateful to you for your continued thought of us in this particular.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
College Secretary.

Faculty Application

November 15, 1939

Mr. Burnett Allan Little
Box 11
Hampton Institute
Hampton, Virginia

Dear Mr. Little:

Thanks for your letter of November 13, making application for a position on the staff of Bethune-Cookman College.

The vacancy in the Business department has been filled. However, we are interested in your qualifications and are filing your application for future reference. Should a vacancy occur in the near future, we shall get in touch with you immediately.

Thanks for calling to our attention your qualifications and availability.

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 5, 19[illegible]0

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Winifred A. Lilly
170-19 Douglas Avenue
Jamaica, New York

Dear Miss Lilly:

Thanks for your letter of December 29, making application for a teaching position at Bethune-Cookman College or wherever there is a vacancy.

We regret to state that we do not have a vacancy on our staff at the present and we do not know of an opening in this vicinity at the present. We are filing your letter of application and should we hear of an opening, we shall get in touch with you immediately.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 9, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Velma S. Deane
Box 1303
Okmulgee, Oklahoma

Dear Miss Deane:

Thanks for your letter of January 3, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications and availability.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 9, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Eula Mae Gainey
1240 E. Main
Knoxville, Tennessee

Dear Miss Gainey:

Thanks for your letter of January 4th, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications and availability.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 10, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. George H. Clark
P. O. Box 571
Tuskegee Institute, Alabama

Dear Mr. Clark:

Thanks for your letter of January 7, making application for a position on the staff of Bethune-Cookman College or wherever there is an opening.

We do not have any vacancies on our staff at the present, and we do not know of an opening. However, we are filing your letter and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 15, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Eurkie Lee Smith
227 Russ Street
Bainbridge, Georgia

Dear Miss Smith:

Thanks for your letter of January 12, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your letter and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 15, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Roberta J. Christie
61 West 99th Street
New York, N. Y.

Dear Miss Christie:

Thanks for your letter of January 10, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your letter and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

2

January 16, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Elynora F. Martin
138 Clingman Avenue
Asheville, North Carolina

Dear Miss Martin:

Thanks for your letter of January 12, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your letter and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

t

January 17, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Estelle Watkins
371 Edgecombe Avenue
New York, N. Y.

Dear Miss Watkins:

Thanks for your letter of January 8, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 19, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Mildred L. Rivers
West Virginia State College
Institute, West Virginia

Dear Miss Rivers;

Thanks for your letter of January 15, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your letter and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 19, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Rose M. Thomas
700 Burbon Street
Georgetown, Kentucky

Dear Miss Thomas:

Thanks for your letter of January 17, making application for a position on the staff of Bethune-Cookman College.

We are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling our attention to your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

January 23, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Mabel W. Smith
420 W. Broadway
Ocala, Florida

Dear Miss Smith:

Thanks for your letter of January 22, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

Copy

BETHUNE-COOKMAN COLLEGE
ARCHIVES

January 23, 1940.

Miss Gladys Ransom,
2816 Eighth Avenue,
New York, New York.

My dear Miss Ransom,

May I thank you for your letter of January 2nd, and for your desire to come to Bethune-Cookman as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our Department of French or English. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-blm

February 6, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. King Tutson, Jr.
632½ 22nd Street, South
St. Petersburg, Florida

Dear Mr. Tutson:

Thanks for your letter of February 3, making application on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

February 7, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Enid Schmidt
2832 Sacramento Street
San Francisco, California

Dear Miss Schmidt:

Thanks for your letter of February 1, making application for a position to teach Handicraft among the colored people. I do not know of an opening for a handicraft teacher at the present. However, I am filing your application and should I hear of an opening in such department, I shall get in touch with you immediately.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

February 7, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. William A. Dailey
1011½ Lamont Street, N. W.
Washington, D. C.

Dear Mr. Dailey:

Thanks for your letter of January 31, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications and availability.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

February 7, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Hazel Dixon
69 Morris Street
Apartment 10
New Rochelle, New York

Dear Mis Dixon:

Thanks for your letter of January 28, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

Appli.

February 22, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Rev. Irvin A. Engle, Pastor
First Methodist Church
498 Sixth Street
San Bernardino, California

Dear Rev. Engle:

Thanks for your letter of January 10, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune

mmb-ett

Appli.

February 22, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. M. L. Ramey
631 Randolph Street
Dayton, Ohio

Dear Mr. Ramey:

Thanks for your letter of January 28, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

February 24, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Paul E. Bowes
1310 Charles Street
Fredericksburg, Virginia

Dear Mr. Bowes:

Thanks for your letter of February 15, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

February 24, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Juliette M. Simmons
118 West 121st Street
New York, N. Y.

Dear Miss Simmons:

Thanks for your letter of February 15, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt
1 enclosure

February 24, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Francisco A. Rodriguez
333 Means Court
Fort Pierce, Florida

Dear Mr. Rodriguez:

Thanks for your letter of January 30, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

February 24, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Ernest B. Johnson
475 W. 145 Street
Apartment 1B
New York City

Dear Mr. Johnson:

Thanks for your letter of February 8, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt
1

February 26, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Sutherland Parker
552 Massachusetts Avenue
Boston, Massachusetts

Dear Mr. Parker:

Thanks for your letter of February 6, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the department in which you are qualified to serve, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt
1 enclosure

February 26, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Willie Lee Gilbert
Saints Industrial & Liberty School
Lexington, Mississippi

Dear Mrs. Gilbert:

Thanks for your letter of February 10, making application for a position on the staff of Bethune-Cookman College.

We do not anticipate a vacancy on our staff during 1940-41 at the present. However, we are filing your application and should a vacancy occur in the department in which you are qualified to serve, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 6, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Theresa W. Browne
421-A - West Belmont Street
Pensacola, Florida

Dear Mrs. Browne:

Thanks for your letter of March 3, making application for a position on the staff of Bethune-Cookman College.

We do not have a vacancy on our staff at the present. However, we are filing your application and should a vacancy occur in the department in which you are qualified to serve, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 6, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Evamae Wilhite
362 Ashland Avenue
Buffalo, New York

Dear Miss Wilhite:

Thank you for your letter of February 12, making application for a position on the staff of Bethune-Cookman College or wherever there is a vacancy.

We do not have any vacancies on our staff at the present and We do not know of an opening to which we could refer you. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to tive you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 6, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Emerson Bryant, Jr.
560 Stone Building
Hampton Institute
Hampton, Virginia

Dear Mr. Bryant:

Thank you for your letter of recent date making application for a position on the staff of Bèthune-Cookman College, or wherever there is a vacancy.

We do not have a vacancy on our staff at the present. However, we are filing your letter and should a vacancy occur in the department in which you are qualified to serve, we shall be glad to give you every possible consideration. If we should here of an opening elsewhere, we will get in touch with you immediately.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 7, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Annetta B. Baugh
712 Levy Avenue
Beaumont, Texas

Dear Miss Baugh:

Thank you for your letter of March 1, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present and will not make our staff for the summer session until May or June. However, we are filing your application and should we need your services, we shall get in touch with you immediately.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 7, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Richard D. Kidd
Box 101
Hampton Institute
Hampton, Virginia

Dear Mr. Kidd:

Thanks for your letter of March 2, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the department in which you are qualified to serve, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 15, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. M. B. Johnson
540 Quindaro Boulevard
Kansas City, Kansas

Dear Mrs. Johnson:

May I thank you for your letter of March 12, and for your desire to come to Bethune-Cookman as a member of our staff.

The faculty for the Summer Session will not be made up until May and at that time, we anticipate no need for change in our Department of French or English. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McKeod Bethune,

mmb-ejt

March 15, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss J. Y. Patten
P. O. Box 463
Richland, Georgia

Dear Miss Patten:

May I thank you for your letter of March 12, and for your desire to come to Bethune-Cookman as a member of our staff.

The faculty for the Summer Session will not be made up until May and at that time, we anticipate no need for change in our Department of Music. However, we are filing your letter very carefully, for attention should an unexpected opening occut.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 15, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Jonel L. Brown
South McComb High School
McComb, Mississippi

Dear Miss Brown:

May I thank you for your letter of March 12, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our Department of French or English. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 15, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Medora F. Hayes
1441 12 Avenue South
Nashville, Tennessee

Dear Miss Hayes:

May I thank you for your letter of March 13, and for your desire to come to Bethune-Cookman as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our stenographic or Secretarial Department. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 18, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Dr. Renato Del Monte
Member of the Faculty
St. Mary's College, California

Dear Dr. Monte:

Thank you for your letter of March 13, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our Departments. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 18, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Henry H. Jones
Friendship College
Rock Hill, South Carolina

Dear Mr. Jones:

May I thank you for your letter of March 16, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our Home Economics or Chemistry Departments. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 18, 1940

BETHUNE-COOKMAN COLLEG
ARCHIVES

Mr. Arthur H. Webb
1301 West Clark Street
Urbana, Illinois

Dear Mr. Webb:

May I thank you for your letter of March 16, and for your desire to come to Bethune-Cookman as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our Department of Science. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

Appli.

March 18, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Frank Durnell
522 Flower Street
Chester, Pennsylvania

Dear Mr. Durnell:

May I thank you for your letter of March 16, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our Mathematics, French and English Departments. However, we are filing your letter and should a vacancy occur, we shall be glad to give you every possible consideration.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 18, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Dale D. Welch, President
University of DuBuque
Dubuque, Iowa

Dear Mr. Welch:

Thank you for your letter of March 6, and for the recommendation for Mr. Theatrece E. Gibbs.

Our faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our Department of Physical Education or athletic. However, we are filing your letter of recommendation along with other applications, for attention should an unexpected opening occur.

We are grateful to you for your letter of recommendation. We assure you that if a vacancy occur in the near future, Mr. Gibbs will be given every possible consideration.

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 18, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. M. W. Dogan, President
Wiley College
Marshall, Texas

Dear Mr. Dogan:

Thank you for your letter of March 15, and for the recommendation given for Miss Myrtle Dargan.

Our faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our Department of English and French. However, we are filing your letter of recommendation along with Miss Dargan's application, for attention should an unexpected opening occur.

We are grateful to you for your letter of recommendation and assure you that if a vacancy should occur in the near future, Miss Dargan will be given every possible consideration.

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 20, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. R. C. Grier
Box 233
Macon, Georgia

Dear Mr. Grier:

May I thank you for your letter of March 16, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our Physical Education and English Departments. However, we are filing your letter for consideration should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 21, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Roland G. Henderson
613 W. Vine Street
Milwaukee, Wisconsin

Dear Mr. Henderson:

Thank you for your letter of March 18, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our Mathematics Department. However, we are filing your letter for consideration should an unexpected vacancy occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 21, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Susie S. Davis
1519 B. Street, N. E.
Washington, D. C.

Dear Miss Davis:

Thank you for your letter of March 19, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our Education or English Departments. However, we are filing your letter for consideration should an unexpected vacancy occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 21, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Mildred R. Corney
Agricultural & Normal University
Art Department
Langston, Oklahoma

Dear Miss Corney:

Thank you for your letter of March 6, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our Art and Mechanical Departments. However, we are filing your letter for consideration should an unexpected vacancy occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

4

March 21, 1940

THUNE-COOKMAN COLLEGE
RCHIVES

Miss Myrtle V. Dargan
Wiley College
Marshall, Texas

Dear Miss Dargan:

Thank you for your letter of March 4, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our English and French Departments. However, we are filing your letter for consideration should an unexpected vacancy occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 21, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Howard H. Hill
Mississippi Industrial College
Holly Springs, Mississippi

Dear Mr. Hill:

Thank you for your letter of February 28, and for your desire to come to Bethune-Cookman as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for a change in our Mathematics and Athletic Departments. However, we are filing your letter for consideration should an unexpected vacancy occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 21, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Luther L. Henderson
940 St. Nicholas Avenue
Apartment 6F
New York, New York

Dear Mr. Henderson:

Thank you for your reminding us of your application here on file.

The faculty for 1940-41 will not be made up until April. If an unexpected vacancy should occur at that time, we will notify you and assure you that you will be given every possible consideration.

I am grateful to you for calling your qualifications to our attention.

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 22, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss M. Irene Dixon
State Teachers College
Fayetteville, North Carolina

Dear Miss Dixon:

May I thank you for your letter of March 7, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time,we anticipate no need for a change in our Library. However, we are filing your letter for consideration should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 22, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Julia B. Hawks
1087 William Street
Elizabeth, New Jersey

Dear Miss Hawks:

May I thank you for your letter of March 7, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our present staff. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 22, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Gloria Baird
107-34 171 Street
Jamaica, New York

Dear Miss Baird:

May I thank you for your letter of March 3, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our English Department. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

March 28, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Theodore Rambeau
720 Sherman Street, Southeast
Grand Rapids, Michigan

Dear Mr. Rambeau:

Thank you for your letter of March 25, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our French Department. However, we are filing your letter for consideration should an unexpected occur.

I am grateful to you for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 28, 1940

ETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Elizabeth Stevens
10 River Street
Beverly, Massachusetts

Dear Miss Stevens:

Thank you for your letter of March 20, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our Elementary department. However, we are filing your application for consideration should an unexpected vacancy occur.

Thanks for calling your qualifications to our attention.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

March 30, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Dura E. Rice
Y. W. C. A.
2436 Canal Street
New Orleans, Louisiana

Dear Miss Rice:

May I thank you for your letter of March 13, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our Education Department. However, we are filing your application for consideration should an unexpected vacancy occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

April 2, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Agnes Maddox Scott
The Graduate Library School
The University of Chicago
Chicago, Illinois

Dear Miss Scott:

May I thank you for your letter of March 26, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until the later part of this month, and at that time we anticipate no need for a change in our Library. However, we are filing your letter for consideration should an unexpected opening occur.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

April 2, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Bernard Horowitz
1005 Harrison Street
Syracuse, New York

Dear Mr. Horowitz:

May I thank you for your letter of March 25, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until the latter part of April and we anticipate no need for a change in our Psychology and Sociology Departments. However, we are filing your letter for consideration should an unexpected opening occur.

We are grateful to you for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

April 8, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. David W. Pelkey
1301 West Clark Street
Urbana, Illinois

Dear Mr. Pelkey:

May I thank you for your letter of March 16, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until the latter part of April, and we anticipate no need for a change in our History and Education Departments. However, we are filing your application for consideration should an unexpected opening occur.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

April 2, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Harvey E. Johnson
568 Auburn Avenue, Northeast
Atlanta, Georgia

Dear Mr. Johnson:

Thank you for your letter of March 23, reminding us of your application for a position at Bethune-Cookman College.

The faculty for 1940-41 will not be made up until the latter part of April and at that time, we anticipate no need for a change in our present staff. However, we are filing your letter for consideration should an unexpected opening occur.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

April 2, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Elizabeth Ledford
Kennedy Hall
Hampton Institute
Hampton, Virginia

Dear Miss Ledford:

May I thank you for your letter of March 29, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until the latter part of April and at that time, we anticipate no need for change in our present staff. However, we are filing your letter very carefully for consideration should an unexpected opening occur.

I am grateful to you for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

April 2, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Joseph I. Turner
1301 West Clark Street
Urbana, Illinois

Dear Mr. Turner:

May I thank you for your letter of March 28, and for your desire to come to Bethune-Cookman College as a member of our staff.

The faculty for 1940-41 will not be made up until the latter part of April and at that time, we anticipate no need for change in our present staff. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Very truly yours,

Mary McLeod Bethune.

mmb-ejt

April 9, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Edwin Thompkins
731 Ridge Avenue
Pittsburgh, Pennsylvania

Dear Mr. Thompkins:

May I thank you for your letter of April 6, and for your desire to come to Bethune-Cookman College as a member of our staff.

The Faculty for 1940-41 will not be made up until June or July. At that time, we anticipate no need for a change in our Education Department. However, we are filing your application for consideration should an unexpected opening occur.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

April 9, 1940

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Marianne C. Kinsey
137 Highfield Lane
Nutley, New Jersey

Dear Miss Kinsey:

May I thank you for your letter of April 7, and for your desire to come to Bethune-Cookman College as a member of our staff.

Our faculty for 1940-41 will not be made up until June or July. At that time, we anticipate no need for a change in our Library. However, we are filing your letter for consideration should an unexpected vacancy occur.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. James H. Seeney
728 N. State Street
Jackson, Michigan

Dear Mr. Seeney:

May I thank you for your letter of March 9, and for your desire to come to Bethune-Cookman as a member of our staff.

The faculty for 1940-41 will not be made up until April and at that time, we anticipate no need for change in our Department of Chemistry or Mathematics. However, we are filing your letter very carefully, for attention should an unexpected opening occur.

I am grateful to you for calling your qualifications to our attention.

Yours truly,

Mary McLeod Bethune.

mmb-ejt

Faculty Application

May 30, 1947

Miss Winona E. Lee
1407 Gorrell Street
Greensboro, North Carolina

Dear Miss Lee:

Thanks for your letter of availability for a position teaching Related English. At present, however, we have no vacancies, but we will keep your application on file for future references.

Very truly yours,

Charlotte L. Ford
Dean-Registrar

CLF/el

June 21, 1948

Miss Myrtle Vera Tea
Box 234
411 W. 116th Street
Johnson Hall
Columbia University
New York, New York

Dear Miss Tea:

Thank you for your letter of recent date in which you expressed a desire to secure a position as Instructor in the English Department at Bethune-Cookman College.

We shall be happy to have you fill out the enclosed blank and return it to us.

We appreciate your calling to our attention your qualifications and availability.

Sincerely yours,

Richard V. Moore

RVM-O
1 Enclosure

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Magnolia L. Echols
375 Woodland Avenue
Columbus, Ohio

Dear Miss Echols:

Thanks for your letter of August 26, making application for a position in the high school department of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Miss Annie L. Washington
414 Guillemard Street
Pensacola, Florida

Dear Miss Washington:

Thanks for your letter of recent date, making application for a position on the staff of Bethune-Cookman College.

We do not have any vacancies on our staff at the present. However, we are filing your application and should a vacancy occur in the near future, we shall be glad to give you every possible consideration.

Thanks for calling to our attention your qualifications.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

Trustee & Advisory Board 1928 - 1937

NOTE: * - NON-RESIDENT MEMBERS OF THE BOARD

1928

ADVISORY BOARD MEMBERS

advisory Board

Mrs. C.M. Ranslow - Chairman
225 Ocean Boulevard
Daytona Beach, Florida.

Mrs. H.A. Ainsowrth,
113 Ocean Avenue
Daytona Beach, Florida.

Mrs. C.A.W. Allen
22 West 71st Street
New York City, N.Y.

(Winter Address)
Geneva Hotel,
Daytona Beach, Florida.

*
Mrs. W.E. Andrews,
30 Fairmont Place
Shelton, Conn.

Mrs. Lyman Baird
Box 1656
Daytona Beach, Florida.

Mrs. Joseph Beatty
413 South Dallas Avenue
Pittsburgh, Pa.

(Winter Address)
123 University Blvd.,
Daytona Beach, Florida.

*
Mrs. E.N.W. Coffin
South Beach Street
Daytona Beach, Florida.
(Address Abroad)

c/o American Express - 11 Rue Scribo
Paris, France

*
Mrs. Emma Colyer
318 South Terry Street
Orlando, Florida.

*
Dr. Julia P.H. Coleman
118 West 130th Street
New York City, N.Y.

*
Mrs. Addie Dickerson
628 South 16th Street
Philadelphia, Pa.

Mrs. Lee Fanning
Thousand Islands Park

New York -
(Winter Address)
c/o Williams Apartments
Seabreeze Station
Daytona Beach, Florida.

Miss Marcia Henry
3071 Corydon Road
Cleveland, Ohio.

*
Mrs. John Hurst
1808 McCulloh Street,
Baltimore, Md.

Miss Myrta Jones
11896 Carlton Road
Euclid Heights
Cleveland, Ohio

(Winter Address)
452 South Beach Street
Daytona Beach, Florida.

*
Mrs. Frances Keyser
55 West 98th Street
New York City, N.Y.

Mrs. Stella Lyons
Box 233
Seabreeze Station
Daytona Beach, Florida.

*
Mrs. Dora Maley
26 Dwight Road
Springfield, Mass.

Mrs. J. Sutherland Stuart
123 University Boulevard
Daytona Beach, Florida

*
Mrs. C.C. Mellor
310 Swissvale Avenue
Pittsburgh, Pa.

*
Mrs. M.C.B. Mason
4406 Indiana Avenue
Chicago, Ill.

*
Mrs. C.S. Merrill
4 Harlbert Street
Cambridge, Mass.

Mrs. L.E. Pierson
Seabreeze Station
Daytona Beach, Florida.

*
Mrs. Margaret Rhodes
Banca Commerciale Italiana
Venice, Italy

Mrs. D.H. Rutter
114 Halifax Avenue
Daytona Beach, Florida.

Miss Elisabeth Wellington

728 South Ridgewood Avenue,

Daytona Beach, Florida.
(Summer Address)
Bronxville, New York

*
Dr. Martha Waldron
Duke Hotel
Orlando, Florida.

Mrs. Maurice Monroe
231 Hollywood ave.
Daytona Beach, Fla.

ADVISORY BOARD MEMBERS - Continued

Mrs. J.T. Stocking
682 Second Avenue
Daytona Beach, Florida.

Mrs. T.A. Adams,
323 Pine Street
Daytona Beach, Florida.

Mrs. E.A. Graham - Secretary)
608½ Second Avenue
Daytona Beach, Florida.

*
Mrs. Sidnye Borg
c/o New York City Club
Park Avenue - New York City
~~Daytona Beach, Fla~~

** Mrs. Willard Parker
* Mrs. Stuyvesant Chandler
* Mrs. Littles
Lady Armstrong
The above named ladies can
be reached at:

New York City Club
Park Avenue
New York City, N.Y.

*
Miss Jane Adams
Hull House
800 South Halstead Street
Chicago, Ill

* Miss Mary McDowell
c/o Chicago Settlement House
4630 Gross Avenue
Chicago, Ill.

Miss Baber
(Address not known)

NEWLY ELECTED MEMBERS - 1928

Mrs. Sarah U. Percy
209 Ridgewood Avenue
Daytona Beach, Florida.

Mrs. Elise Darlington Steele
Warwick Apartment
Riverview Blvd.,
Box 3773 - Peninsula Station
Daytona Beach, Florida.

Miss Mary E. Davidson
P.O. Box 1272
320 South Ridgewood Avenue
Daytona Beach, Florida.

Mrs. Servis - Address not known

Mrs. E.L. King
1235 South Atlantic Avenue
Daytona Beach, Florida.

Mrs. Alice O. Thompson
726 South [illegible] Street
Daytona Beach, Florida.

C
O
P
Y

November 15, 1929.

Trustee

Dr. M.J. Holme
740 Rush Street
Chicago, Illinois

My dear Dr. Holme:-

As you probably know, I am a newly elected trustee of Bethune-Cookman College of Daytona Beach, Florida. I have just had a series of conferences with Mrs. Bethune about her institution. My own interest in it dates from the time of my visit to the school two years ago. Needless to say, I think it is doing a remarkable piece of work.

Mrs. Bethune right now is putting on a most courageous drive for additional funds. She is handicapped, however, and particularly in her approach to the foundations because of what she believes to be the uncertainty of our Board of Education.

She is convinced that if the Board of Education would make some striking statement and indicate that they propose to materially help the school when conditions warranted, her task would be greatly simplified. I wonder if there is any possibility that help might be given to her in this way? I should like very much to have a word from you on this point.

Very sincerely yours,

r

Stanley High.

CHRISTIAN
HERALD
ASSOCIATION
419 FOURTH AVE. NEW YORK CITY

STANLEY HIGH
EDITOR

Trustee

November 26, 1929.

Mrs. Mary McLeod Bethune
239 West 131st Street
New York, N. Y.

My dear Mrs. Bethune:-

Thank you for your letter of November 20th. I shall be very glad to attend the meeting on December 2nd in Harlem, and am reserving the date on my calendar.

It was a great meeting at the Cosmopolitan Club and I certainly enjoyed it. I hope that something definite may come of it.

I am enclosing herewith a letter from Mr. M.J. Holmes, of the Methodist Episcopal Board of Education, and a copy of my letter to him.

Very sincerely yours,

Stanley High
Stanley High.

r
encl.

January 15, 1930.

Trustee

Spec Fol

Mr. Thomas Tappy, Attorney,
Woolworth Building,
Daytona Beach, Florida.

Dear Mr. Tappy,

At the regular meeting of the Executive Committee of the Trustee Board on yesterday, a motion was made thathe effect that you be requested to go over the copies of the Charter and proposed Amended Charter of Bethune-Cookman College, making revisions wherever necessary, and present same at the next regular meeting of the committee on Tuesday afternoon, January 28th, 1930, at four o'clock. The copies of the Charter and proposed Amended Charter are in your possession, and enclosed herewith you will find a statement giving the reasons for the changes made.

In the meantime, will you kindly communicate with Dr. L. N. Gatch, Union Central Building, Cincinnati, Ohio, who is attorney for the Board of Education of the Methodist Episcopal Church, asking him for his approval of the Amended Charter after you shall have completed the revision of it?

The Committee will be so grateful to you if you will accede to these requests.

Very truly yours,

1 enclosure

Adv Bd

January 22,1930.

Mrs. Daisy H. Stocking,
Daytona Beach, Fla.,

Dear Mrs. Stocking;

Your letter of 21st (inst) informing us of your desire to resign from Advisory Board of Bethune_Cookman College Was read in our regular meeting, and your resignation accepted with regrets.

Thanking you for your past interest and co_operation, and hoping we may enjoy same in future, We are,

Respectfully yours,

Rec. Sec'y of Board.

adv Bd

January 23, 1930.

Mrs. Elise D. Steele,
Columbus, Ohio.

Dear Mrs. Steele;

Your letter of Dec. 12, 1929, informing us of your desire to resign from Advisory Board of Bethune-Cookman College was read in our regular meeting, and accepted with deepest regrets.

We assure you that we have enjoyed your association and co-operation, and should the opportunity present itself, we shall be glad to have you resume your membership on the Board.

Thanking you for your past interest and co-operation, and hoping we may enjoy same in future, We are,

Respectfully yours,

Rec. Sec'y of Board.

MARY McLEOD BETHUNE, *President* F. J. NIVER, *Treasurer*

BETHUNE-COOKMAN COLLEGE

(Formerly the Daytona Normal and Industrial Institute)

Daytona Beach, Florida

February 3, 1930.

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My dear Fellow-Trustee,

Thirty days' notice is hereby given of the Annual meeting of the Board of Trustees of The Daytona-Cookman Collegiate Institute, to be held on the first Wednesday in March - March 5th - at 10 o'clock a. m., in the Living Room of Cookman Hall.

At this Annual meeting, a resolution will be passed to amend the Charter of the Daytona-Cookman Collegiate Institute. The Proposed Amended Charter has been prepared in writing and is being placed on file with the secretary of the Board of Trustees thirty days before the Annual meeting - the time set for its adoption or rejection. This is in accordahce with Section 13, of the By-Laws.

Other matters of significant importance to the future of the school will be introduced at this meeting, and each member of the Board is urged to be present. If you find that it is absolutely impossible for you to be present at the meeting, please fill out the enclosed proxy in order that your vote may be cast, sending it in as soon as possible. All members of the Board must be present in person or by proxy at the Annual meeting.

Very truly yours,

W S Snead

W. S. Snead,
Secretary of the Board of Trustees.

WSS-L
1 enclosure

HOWARD UNIVERSITY
WASHINGTON, D. C.

FOUNDED BY GENERAL O. O. HOWARD

OFFICE OF
EMMETT J. SCOTT
SECRETARY-TREASURER

February 11, 1930.

Trustee

Mrs. Mary McLeod Bethune, President,
The Daytona-Cookman Collegiate Institute,
Daytona Beach, Florida.

My dear Mrs. Bethune:

In case I am not able to be present at the annual meeting of the Daytona-Cookman Collegiate Institute, to be held March 5, 1930, I am transmitting the enclosed proxy.

A very earnest effort is going to be made to be present at this meeting.

Sincerely yours,

Emmett Scott

Emmett J. Scott

K

Enclosure

February 14, [illegible]

Trustee

Mr. Albert Steiger,

Daytona Beach, Florida.

Dear Mr. Steiger,

I am sorry to know that you must return North tomorrow, because I had counted on your presence at the called meeting of the [illegible] Board on Monday afternoon. As it is to be a very important meeting and we would have as many members present as possible, either in person or by proxy, I shall be indeed grateful if you will fill out the enclosed proxy blank, in order that your vote may [illegible] on the [illegible] in question.

With appreciation for [illegible], I trust you will [illegible] to this matter, and assuring you that the [illegible] is [illegible] to [illegible] do, I am

[illegible]

[illegible]

MARY MCLEOD BETHUNE, *President* F. J. NIVER, *Treasurer*

BETHUNE-COOKMAN COLLEGE

(Formerly the Daytona Normal and Industrial Institute)

Daytona Beach, Florida

OFFICE OF THE PRESIDENT

February 14, 1930.

Trustee

My dear Trustee,

I am calling a special meeting of the Board of Trustees of the Daytona-Cookman Collegiate Institute (Bethune-Cookman College) for the purpose of taking up a matter of importance to our Institution, on Monday afternoon, February 17th, 1930, at 2 o'clock, in my office, White Hall.

Please make every possible effort to be present.

Very truly yours,

Mary McLeod Bethune, President.

mmb-bnl

February 15, 1930.

Trustee

Attorney Thomas J. Tappy,
Woolworth Building,
Daytona Beach, Florida.

Dear Mr. Tappy,

I am sending to you, enclosed herewith memorandum replying to the charges recently made. If you desire any more detailed information or enlightenment on any of the cases, kindly call me and I shall be happy to give you additional statements, if they are necessary.

I enclose also a letter which the father of Duncan Greene received from this man, and the Western Union money order receipt for the first payment he made to him.

Very truly yours,

Mary McLeod Bethune, President.

KNOW ALL MEN BY THESE PRESENTS,

That I, ______________________________, do hereby appoint ______________________________, my attorney for me and in my stead, to be my proxy, at the Special Called meeting of the Board of Trustees of The Daytona-Cookman Collegiate Institute, Daytona Beach, Florida, to be held on Monday afternoon, February 17th, at 2 o'clock, crediting him / her with the number of votes that I would be entitled to cast if personally present.

WITNESS MY HAND AND SEAL, this _____ day of February, Nineteen Hundred Thirty.

(SEAL) ....

.... -City- .... -State-

In the Presence of:

....

March 6, 1930.

Trustee

Dr. Arthur Wall Smith,
822 Davis Street,

Jacksonville, Florida.

My dear Dr. Smith,

It gives me great pleasure to inform you that, at the annual meeting of our Board of Trustees, which was held on March fifth, you were elected a member of our Board for one year. We feel that it will mean much to us to have your interest and cooperation linked up in this official way, and we sincerely hope that you can accept this place. You are a fine and creditable representative of the old Cookman alumni, and as a trustee, I hope you will use your influence to bring this body of splendid men and women nearer to the work we are trying to do.

Let me have a note from you in regard to this election.

Very sincerely yours,

Mary McLeod Bethune.

[illegible]

MARY McLEOD BETHUNE, *President*   F. J. NIVER, *Treasurer*

BETHUNE-COOKMAN COLLEGE
(Formerly the Daytona Normal and Industrial Institute)
Daytona Beach, Florida

OFFICE OF THE PRESIDENT

March 25, 1930.

Trustee

My dear

At the annual meeting of the Board of Trustees of Bethune-Cookman College, held on March 5th, 1930, you were re-elected to membership on the Board for the period from that date to March 4th, 1931. Our Charter is still in the process of revision and we feel that it is expedient for all members to be elected for only one year in order that we may begin next year with whatever plan or term of election the Amended Charter may provide.

We were exceedingly sorry that you found it impossible to be with us at the annual meeting. It was a very significant one, pregnant with ~~the~~ discussions concerning the present and future programs of our institution. As a Board, we feel that the important items which face us at this time are the following:

1 - The maintenance of our High School Department on its present State Accredited basis.

2 - Improvement of all phases of our Junior College that it may meet the requirements of standardizing agencies of State and Section.

3 - Addition of two years of Senior college work when the Junior College has been brought up to standard requirements.

4 - Securing of funds for endowment, buildings and maintenance through financial campaign.

In connection with Item 4, the Board, in conjunction with the Board of Education of the Methodist Episcopal Church, approved of a plan for a financial campaign to be launched in the very hear future, for $300,000. Of this amount $125,000is to be used for Endowment, $125,000. for buildings and $50,000. for budget purposes.

We enclose herewith copy of the financial report presented to the Trustees at the annual meeting. We want you to go carefully over this. The Annual report for the entire school year, 1929-30, will be issued, as usual, in July.

We have appreciated your previous cooperation, advice and help and we sincerely hope you may be able to serve with us another year.

Very truly yours,

Mary McLeod Bethune, President.

MARY MCLEOD BETHUNE, *President* F. J. NIVER, *Treasurer*

BETHUNE-COOKMAN COLLEGE

(Formerly the Daytona Normal and Industrial Institute)

Daytona Beach, Florida

OFFICE OF THE PRESIDENT

March 25, 1930.

My dear Mr. Smith,

At the annual meeting of the Board of Trustees of Bethune-Cookman College, held on March 5th, 1930, you were re-elected to membership on the Board for the period from that date to March 4th, 1931. Our Charter is still in the process of revision and we feel that it is expedient for all members to be elected for only one year in order that we may begin next year with whatever plan or term of election the Amended Charter may provide.

We were exceedingly sorry that you found it impossible to be with us at the annual meeting. It was a very significant one, pregnant with discussions concerning the present and future programs of our Institution. As a Board, we feel that the important items which face us at this time are the following:

1 - The maintenance of our High School Department on its present State Accredited basis.

2 - Improvement of all phases of our Junior College that it may meet the requirements of standardizing agencies of State and Section.

3 - Addition of two years of Senior College work when the Junior College has been brought up to standard requirements.

4 - Securing of funds for endowment, buildings and maintenance through financial campaign.

In connection with Item 4, the Board, in conjunction with the Board of Education of the Methodist Episcopal Church, approved of a plan for a financial campaign to be launched in the very near future, for $300,000. Of this amount $125,000 is to be used for Endowment, $125,000 for buildings and $50,000 for budget purposes.

We enclose herewith a copy of the financial report presented to the Trustees at the Annual Meeting. We want you to go carefully over this. The Annual Report for the entire school year, 1929-30, will be issued, as usual, in July.

We have appreciated your previous cooperation, advice and help and we sincerely hope that you may be able to serve with us another year.

Very truly yours,

Mary McLeod Bethune, President.

HOWARD UNIVERSITY
WASHINGTON, D. C.
FOUNDED BY GENERAL O. O. HOWARD

OFFICE OF
EMMETT J. SCOTT
SECRETARY-TREASURER

April 9, 1930.

Trustee

Mrs. Mary McLeod Bethune, President,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune:

The financial statement presented to the Trustees of Bethune-Cookman College at its recent meeting presents a rather encouraging picture despite the difficulties that the principal has been compelled to meet in pushing forward this matter of raising money for operating expenses.

It seems to me that the questions which are up for discussion indicate that the school is still progressively moving forward, and that it is facing educational questions in a broad, conservative way.

I hardly feel that I am deserving of being reelected a member of the Board, but I am, nevertheless, pleased that I was again elected at the meeting recently held.

With all good wishes, I am,

Sincerely yours,

Emmett J. Scott

K
Emmett J. Scott

COPY

June 17, 1930.

Mr. Roger Baldwin,
100 Fifth Avenue,
New York, N. Y.

Dear Mr. Baldwin:

I am not so sure that you remember me. I was for many years Secretary of Tuskegee Institute. Since 1919 I have been here at Howard University.

My reason for writing at this time is because I am a trustee of Miss Bethune's School at Daytona, Florida, The Bethune-Cookman College. She is deeply appreciative of the interest you have shown in that work, and I write to express my personal appreciation as a member of the Board.

I sincerely hope you may be able to help this devoted woman who has striven with might and main to plant in that far region a school of worthwhile importance. She has made many sacrifices and deserves all the encouragement possible.

Yours very truly,

K

Emmett J. Scott

1867

HOWARD UNIVERSITY
WASHINGTON, D. C.

FOUNDED BY GENERAL O. O. HOWARD

OFFICE OF
EMMETT J. SCOTT
SECRETARY-TREASURER

June 17, 1930.

Trustee

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona, Florida.

My dear Mrs. Bethune:

The enclosed is a copy of my letter to Mr. Roger Baldwin.

I decided not to write Mr. Trevor Arnett. I can probably say more to him in a personal interview than I can in a letter. I am to visit New York next week so as to attend a meeting of the Jeanes Fund Board, and am carrying a note to speak with him at that time.

Sincerely yours,

Emmett Scott

Emmett J. Scott

11

K

Enclosure

AMERICAN CIVIL LIBERTIES UNION
100 FIFTH AVENUE, NEW YORK CITY

June 18, 1930.

Mr. Emmett J. Scott,
Howard University,
Washington, D.C.

Dear Mr. Scott:

Your letter of the 17th comes during Mr. Baldwin's absence on vacation. He will be back next week and your letter will have his attention then.

Sincerely yours,

Ida Epstein

E

July 22, 1930.

Dr. Emmett J. Scott,
Howard University,
Washington, D. C.

Dear Dr. Scott:

At the request of Mrs. Bethune, I am returning herewith two letters which you sent to her some weeks ago, for her information.

Mrs. Bethune, who is in Petersburg, Virginia, at this time, attending the meeting of the National Teachers' Association, asked me to convey to you her deep appreciation for this active interest you are taking in the program of this institution.

Very sincerely yours,

Bertha H. Loving, Secretary.

2 encs

HOWARD UNIVERSITY
WASHINGTON, D. C.
FOUNDED BY GENERAL O. O. HOWARD

OFFICE OF
EMMETT J. SCOTT
SECRETARY-TREASURER

June 27, 1930.

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

My dear Mrs. Bethune:

I was certainly happy to learn of the fine gift of the General Education Board. $62,500.00 is a very satisfactory sum. It is proof of the interest of Mr. Arnett and the General Education Board. I am sure that it will greatly encourage you in the good work, especially at a time when there have been so many discouragements.

Enclosed is a letter from Mr. Roger Baldwin which explains itself. You can return this letter to me as well as the one from Senator Wolcott, which I sent you some days ago, at your convenience.

Sincerely yours,

Emmett J. Scott

K ~~Emmett J. Scott~~

Enclosures

P. S. Mr. Cassell, our architect, is doing a wonderful job here in transforming the appearance of things. If he can be of any help to you in your building program, you may be very sure that he will render any help within his power.

EJS

June 28, 1930.

Pers
MMB.

Mrs. J. Sutherland Stuart,
Glens Falls, New York.

My dear Mrs. Stuart:

I have been trying to see my way clear to secure about one thousand dollars for our summer publicity work. I just dont see it. I have called upon my friends so much during the past ten months, I simply cannot call upon them again, or I will lose them. My common sense will not permit me to risk the attempt at starting out without anything at all. You know it is a big thing to take care of five men. I have been trying to find the money, but I do not see it as yet. With this situation in view, I fear it will be inadvisable for us to undertake our publicity music tour this summer. It will be best, I am sure, to wait until October or November.

If you can see the light in any way, or know of some way we can secure the money with which to start out, please write me.

I do hope that you had a very pleasant trip up to New York.

Very sincerely yours,

Mary McLeod Bethune.

mmb-tnl

HOWARD UNIVERSITY
WASHINGTON, D. C.
FOUNDED BY GENERAL O. O. HOWARD

OFFICE OF
EMMETT J. SCOTT
SECRETARY-TREASURER

Mr. Long

July 18, 1931.

Mrs. Mary McLeod Bethune, President,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune:

I am in receipt of your letter of July 3, 1931, which should have been answered earlier, but the task of closing up this year's work, together with other pressing matters, has prevented me from giving the time desired to much of my correspondence.

I realize the strenuous work you have undertaken, and know that it must have taxed you greatly. I trust, however, that you are enjoying a much needed rest, and will return to your work refreshed and in even better condition to tackle the many problems that will be confronting you.

I am glad to know that you are surrounded with such a splendid Executive Board, for it must mean much to you in the great work you are undertaking.

The duties of the Secretary-Treasurer here at Howard University are many and varied. He receives all money coming into the Institution, including tuition of students, fees from dining halls, dormitories, income from rents, endowments, donations, etc., and pays off all of the obligations of the University upon proper authority.

The Secretary-Treasurer of Howard University also acts as Secretary of the Executive Committee and the Board of Trustees, and communicates the official acts of these bodies to those interested. He prepares the minutes of these bodies and forwards copies of same to each member thereof prior to the next meeting.

The Secretary-Treasurer is the custodian of all stocks, bonds and other securities.

The personnel of the office of the Secretary-Treasurer consists of a Controller, in charge of the accounts of the Institution; a Budget Director, who prepares the budget of the various departments; a Cashier, who receives moneys coming into the University; an Assistant Cashier, Head Bookkeeper, Chief Clerk, together with eleven other clerks, stenographers, etc.

I trust that the above information will be of some service to you. If I can be of assistance in supplying you with further information at any time, let me know, and I will be most happy to do so.

Sincerely yours,

Emmett J Scott

K

Emmett J. Scott

September 5th, 1931.

Mrs. W. S. Snead,
Balsam, North Carolina.

My dear Mrs. Snead:

I have just returned from a delightful trip to the Bermuda Isles and I am feeling so much better. May I thank you for your card, which was brought to my attention upon my return to the office a few days ago.

I am so glad to know that Mr. Snead is feeling so much better. I have been thoughtful of him and prayerful for him during this summer. Keep him up there for the real rest that he so much needs. I know it is lovely there. How are the children?

Things seem to be going well here at Daytona Beach. The hard times continue, but we will not allow ourselves to become discouraged.

Sincerely yours,

Mary McLeod Bethune.

mmb-bnl

BEST AVAILABLE COPY

September 5th, 1931.

Mrs. Jesse Merrick Smith,
277 Park Avenue,
New York, New York.

My dear Friend:

I want very much to hear from you. I hope you are well and all is going well with you. Just send me a note, in order that I may know that you are all right.

We are preparing for our opening, and are faced with many serious problems. Students have had little or no work during the summer and they have no money now with which to pay their bills. We are just praying that our friends will stand close beside us this year, in order that we may pull through without increasing the amount of the deficit which is already on our books from previous years. Be thoughtful of us and prayerful for us during these days. School opens September 21st.

Sincerely yours,

Mary McLeod Bethune, Pres.

mmb-bml

October 8th, 1931.

Attorney Thomas N. Tappy,
Woolworth Building,
Daytona Beach, Florida.

Dear Mr. Tappy:

May we acknowledge receipt of your letter of October 2nd in which you inform us that we are to receive a legacy of $200.00, under the last will and testament of William F. Burkhardt, late of Barrington, Cook County, Illinois.

We shall be very glad to receive this sum when the estate pays legacies.

With appreciation for your continued interest and assistance in these matters, we are

Very truly yours,

BETHUNE-COOKMAN COLLEGE,

President.

L.

Trustee

November 10th, 1931.

Mrs. Jesse Merrick Smith,
277 Park Avenue,
New York, New York.

My dear Mrs. Smith:

I shall arrive in New York on Saturday, November fourteenth. I dont know just how long I shall be in the city but I do want to try to get somet things lined up for our work. My school quartette will be there with me for a part of my stay. I wish you would be thinking of us and if there is anything you can suggest, call me - Bradhurst 5633 - as soon as you can. If you care to communicate with me by mail, address me at 339 West 131st Street.

I do hope that you are well and all goes well with you.

Sincerely yours,

Mary McLeod Bethune, President.

mmb-bnl

November 12, 1931.

Mr. W. S. Snead,
220 Ocean Boulevard,
Daytona Beach, Florida.

My dear Mr. Snead:

I had a long, frank, satisfactory talk with Mr. Long, regarding the telephone situation and other matters pertaining to the general running of the school. He sees very clearly the importance of securing counsel before going into any definite action. I have advised him to bring to our Executive Committee, at its next meeting, the policy he is outlining for his work, and I am sure he will be very glad to do this. We must all understand that our Executive Committee is the business committee of the school and the Business manager is to work in close conjunction with this Committee. I think it will be a good thing for the Executive Committee to secure from Mr. Long, an exact statement of his business hours here at the school, in order that we may knew just when to call upon him or refer people to him.

Please hold the regular Executive Committee meetings at the time agreed upon. If you cannot be present Mrs. Ranslow, the vice-chairman, will presiden. I think it would be a very good thing for you to advise, at our next meeting, the continuance of our good-will purchasing from all of the people who have helped us in the community and not confine ourselves to any particular firm. For example, I think it would be very unfortunate for us to discontinue purchasing from Armstrong Grocery Company, when that Firm has been of great service to us over a period of many years. I am sure Mr. Long will be willing to take any suggestions that our Board may offer to him, and carry them out.

I have asked that the telephone be reinstated in Curtis Hall and this will be done at the earliest possible moment.

Sincerely yours,

Mary McLeod Bethune, President.

mmb-bnl

March 18, 1932.

Miss Maude Thayer,
Brook Bend Tavern,
Monterey, Massachusetts.

My dear Miss Thayer:

It was lovely of you to write to me. I know that you have been thinking of us.

These have been days of severe tests for us but we have been trying to keep up our faith and our courage and fight through the school year. Our institution has suffered greatly from the financial strain. We are practising greater economies - eliminating departments and cutting teachers' salaries, in an effort to keep the doors open until the end of the school year. The members of our Boards have been very courageous in their efforts to help us this year.

The Bazaar was splendid. We have received over fifteen hundred dollars from this effort, so far. I think that is fine during these hard times. We missed you and Miss Morse then as we have missed you all winter.

You will be interested to read the enclosed program of our activities during the year. We had Bandanna O' Yore on Tuesday night of this week.

Please know that we deeply appreciate your interest in us and your efforts in our behalf.

Always sincerely yours,

Mary McLeod Bethune.

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CLASS OF SERVICE DESIRED

DOMESTIC		CABLE	
TELEGRAM		FULL RATE	
DAY LETTER	X	DEFERRED	
NIGHT MESSAGE		NIGHT LETTER	
NIGHT LETTER		WEEK END LETTER	

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

COPY OF WESTERN UNION TELEGRAM

Trustee

Daytona Beach, Florida,
June 2, 1932.

Miss Olivia Gamble,
Union Trust Building,
Cincinnati, Ohio.

Bethune-Cookman College mourns with you in the passing of the stalwart Christian humanitarian - James N. Gamble - our friend and benefactor

Mary McLeod Bethune.

Charge to Bethune-Cookman College.

THE NEW YORK SCHOOL OF SOCIAL WORK
122 EAST TWENTY-SECOND STREET
NEW YORK

PORTER R. LEE, DIRECTOR
WALTER W. PETTIT, ASSISTANT DIRECTOR
MARGARET LEAL, SECRETARY
ETHEL T. ALLISON, SECRETARY
DOROTHY EVANS, REGISTRAR

Pres.-Trustees

June 6, 1932

Miss Mary McLeon Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Bethune:

I hope you will forgive my long delay in responding to your gracious letter of April 7. I have seriously considered your request that I join your board of trustees. There is no doubt at all in my mind about my own inclination. I should like to be of some help to you and the school. The difficulty comes at this point,- so long as I'm a member of Mrs. Elmhirst's Committee, which makes appropriations for projects in this country, I feel that I ought not to go on any boards or committees which are likely to make appeals to Mrs. Elmhirst. This has come to be a rather settled policy for all the members of the Committee and I think you will at once see the logic of this principle. I can be more helpful to you in a financial way by remaining off your board. On the other hand, I have a profound interest in what you are doing and from Roger Baldwin I have learned a great deal about you and your methods. If you wanted me primarily for educational counseling and if there were no financial implications, I should not hesitate in the least to accept your invitation.

Sincerely,

E. C. Lindeman mo
E. C. Lindeman.

ECL.MO

June 27, 1932.

Bishop F. T. Keeney,
The Cox-Carlton Hotel,
Atlanta, Georgia.

My dear Bishop Keeney,

These are very busy days with me but I do want to take the time to express my gratitude for your return to us. It means so very much to us.

The General Conference is now a part of history and the work done there will tell for good in the future conduct of our church. I hope that every decision made will help the church to build more substantially Our Father's Kingdom on the earth. I am so happy to have had just a small shre in such a constructive program. Even though we could not our episcopal residence in Jacksonville, it is very satisfactory to have our Area held intact and you as our leader.

Our commencement was outstanding. Throngs of people were here for all of the exercises. Great interest is being manifested by people all over the State. This has been an epoch-making year for the institution. We have been passing through the test of our faith and strength but victory has crowned our efforts. Our institution now stands accredited by the Southern Association of Colleges and Secondary Schools, by the Accrediting agencies of North Carolina and Florida. Our graduates received, this year, their state certificates for teaching, without examination, from the Florida Department of Education. We have had the approval, as you know, of the general Boards. The John F. Slater Fund increased its annual appropriation almost four-fold for the coming year, thereby profiding sufficient money for a standard dean of our college. The General Education Board gave $7,500 in the early Fall for the purchase of books and library equipment and in the Spring they offered another $7,500, conditional upon our raising a like amount and reducing our indebtedness, with the aid of their grant, to $10,000.00 by June 30, the end of our fiscal year. We have met the requirements of this grant. We have received the first $5,000.00 and we have sent in our reports to indicate that we merit the balance of $2,500. Do you realize that the report made at our meeting in March indigated a possible deficit of $20,000.00 at the end of the year? How wonderfully God has wrogh

BEST AVAILABLE COPY

wrought! To think that these debts have been brought down to $10,000.00.

You have been a great support to us during your time in our area. The conferences of Florida have contributed more during this year than all of the other years put together. There has been a wide-spread sprit of cooperation and helpfulness. We are praying that we will continue to meet with success in our efforts. God's supply is sure.

We have not decided upon a dean yet, but we are giving serious consideration to Mr. James A. Bond, of Frankfort, Kentucky. He is here today for a personal conference with me. I believe that he is the man for our work. Please be prayerful that our selection of a man may be right. This is such an important place. We need not only men and women with degrees and efficiency but those who possess great souls, those who are able to make a contribution to character-building. The very best I have is being given to this work. I thank God for you noble friends who are standing so closely by us in this service.

I hope that you may have a restful, pleasant summer and that the companionship of your daughter may bring much happiness to you. We shall look forward to your return to us next Fall.

Sincerely yours,

Mary McLeod Bethune.

mmb-bnl.

Trustee

June 29, 1932.

Miss Margaret Rhodes,
Postoffice Box 71,
Hiriam, Ohio.

My dear, dear Miss Margaret,

I think it is so lovely that you are in Hiriam with Miss Henry. I know you are enjoying the rest and companionship of each other. I am so sorry to know that Miss Henry is not feeling well and that you have so strongly sympathized with her that your blood pressure has gone up. I am sure you will both be better soon, in that peaceful, comfortable atmosphere.

I am here, as busy as usual. My heart is filled with gratitude for the protection and care and supply that have been ours during this year, and for the wonderful friends who have stood so loyally by us during the days of severe stress. I bless each one of you and thank God for you. I wish that I might show you, in some small measure, what your confidence, love and aid mean to me.

As I sit in my office now, the eyes of my everliving friend are fixed on me. That great human heart is seen through the brightness of his eyes. He is always near me, encouraging and helping me. His life has meant so much to the world - so much to an underprivileged people. He received such joy out of watching us grow, putting the best that he had into our program. I receive strength and courage each morning when I sit at my desk, for his likeness is before me.

We are nearing the end of our fiscal year. Miss Getzendanner is here now, closing up the accounts. We have met the requirements of the General Education Board and when they send us the twenty-five hundred dollars promised, our indebtedness will be brought down to ten thousand dollars. Do you realize that we anticipated, in March, that our indebtedness at the close of the year would be twenty-eight thousand dollars? I think it is marvellous the way God has permitted our friends to stand so closely by us in effacing so many of these terrible debts.

We are so grateful to our Boards for the assistance they have given us during last year. They have done so much to relieve me of many of the responsibilities that have come to me.

Mr. Long closed out his work as Business manager and has not gone to the middle West on his work trip as Publicity and Promotional Secretary. I hope he will be successful in this field. We need to have our circle of friends enlarged.

We are doing some painting, to try to keep things looking neat and attractive. You will be so pleased with Mrs. Stuart's work in the dining hall.

As to my summer plans. I wish I might get away for some real rest, but I dont see how I can do so. I am conserving my strength as much as possible, however. I shall be going away about July 15, to attend a conference in Washington, D. C. There is a possibility of my visiting friends in the rural districts of Pennsylvania following this conference; if so, I will get some real rest for a few days.

I just returned some days ago from a most enjoyable tour of schools and colleges in Georgia, the Carolinas and Tennessee. I found my visits to these educational institutions most inspiring.

We are all busy here now. Mr. James is going forward with the work of the Library. We are cleaning and refreshing and doing our best to make what we have attractive. My office is busier than usual. Let us continue to pray for our new Library. It will come.

Tell Miss Henry that this letter is for her too.

May I thank you again for your friendship and for all you mean to us.

Always sincerely yours,

mmb-bnl

Trustee

July 30, 1932.

Bishop F. T. Keeney,
1101 East Adams Street,
Syracuse, New York.

My dear Bishop Keeney,

The enclosed copy of letter indicates Mr. Long's reaction to the action taken by our Executive Committee at the meeting on July 15th. Please read the letter carefully and let me have your suggestions in the matter. We are to have an Executive Committee Monday afternoon at five o'clock and I would like to have some word from you by wire, at that time.

I do hope that you and Miss Keeney are spending pleasant days in Syracuse.

Sincerely yours,

Mary McLeod Bethune.

mmb-bnl
1 enclosure

Bethune-Cookman College,
Daytona Beach, Florida.

GENERAL REPORT TO
THE EXECUTIVE COMMITTEE OF THE TRUSTEE BOARD,
FROM THE PRESIDENT OF THE COLLEGE.
September 23, 1932.

SOME OF THE SUMMER ACTIVITIES:

REPAIRS:

Auditorium -	Recovered; new gutters installed; painted inside; calcimined walls; mended broken window panes.
Bath Rooms -	Plastered, repaired and renovated generally, calcimined and painted.
Basements -	Cleared out and such renovations made as needed to insure safety.
Class rooms -	Calcimined; blackboards re-finished.
Dining Room, Kitchen, Storerooms -	Completely renovated and redecorated; old kitchen range rebuilt; new kitchen floor installed; fifteen dozen flour sacks bought from bakeries and used to make towels, aprons, etc.
Faith Hall Upstairs -	Inside renovated to form two class rooms for Physics and storerooms for Science equipment donated by General Education Board.
Laundry -	Covered and renovated; repaired and painted all machinery; cement floor put in rear shed; boiler repaired; old electric irons repaired and put into use.
Leakages -	Leaks on as many roofs patched as possible up to this time.
Plumbing -	Plumbing all over campus gone over and put into good condition. Heating plants and radiators gone over and put into good condition.
Residence of Dean -	Renovated and painted, inside and out.

OTHER WORK:

250 pillows and mattresses cleaned and remade - Old window shades repaired - 400 yards of unbleached muslin donated by Mrs. Ranslow being made into sheets and coverings.

Plants, grass and shrubbery put into neglected spots on the campus.

Large consignments of books given by General Education Board and Rosenwald Fund catalogued and placed on Library shelves.

Library story hour conducted for two hundred fifty children of Ormond, New Smyrna and Daytona Beach.

Entertainment of State Tennis Tournament, in which players from Georgia, Louisiana and Nassau, as well as Florida, participated.

Investigation tour into schools at Azucar, Pahokee and Bellglade, Florida - the sugar district. Visits to conventions and churches and talks on the labor question and personal conditions. Visits and addresses to high schools of the State, Brewster Hospital, Georgia State College, Scotia, Bennett, North Carolina State, Livingstone and Tennessee State Colleges and Fisk University. Visits to Young People's Conference at Kings Mountain, North Carolina and Women's Group at Bowling Green, Kentucky. Visit to Angelmo Farm, Curreyville, Georgia, estate of Roland Hayes.

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In all of the summer activities we have received the untiring aid of Mrs. C. M. Ranslow and Mrs. H. R. Stuart. Their advice and assistance have enabled us to complete many of the above-named projects.

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FINANCIAL STATEMENT -

Total Receipts - July 1, 1932 - September 20, 1932	$10,781.19
(Including $1,568.68 from STUDENTS and 1,000.00 from BOARD OF EDUCATION for REPAIRS)	
Total Disbursements - July 1, 1932 - September 20, 1932	9,898.21
CASH BALANCE	$ 882.98

Re - REPAIRS -

Receipts - to date - from Board of Education of The Methodist Episcopal Church			$ 1,000.00
Expenditures:			
Salaries & Wages	$ 465.31		
Supplies	744.82	$1,210.13	
Present Deficit on REPAIRS			210.13

LIABILITIES - As of September 1, 1932.

Accounts Payable	$2,919.27
Notes Payable	9,903.88
Accrued Salaries	474.18
President's Salary	967.59
Deferred Interest	339.37
TOTAL	$14,604.29

ENROLLMENT - As of September 22, 1932.

	Boys	Girls	TOTAL
College	42	8	50
Normal	11	36	47
TOTAL	53	44	97
Specials, of College Grade		3	3
GRAND TOTAL, ABOVE HIGH SCHOOLS	53	47	100
High School	26	23	49
TOTAL - ALL DEPARTMENTS	79	70	149

Mary McLeod Bethune, President.

Adv Bd

2034 CORNELL ROAD
CLEVELAND, OHIO

My Dear Mrs. Paddock

The notice of my subscription to the Bethune Cookman College has been forwarded to me here from Monterey.

You have doubtless heard that Miss Moore has closed out her business of both Tavern and Shop permanently – consequently I am for the present out of a regular income and have returned to my family here until I can make another business contact –

Mrs. Bethune's work has my unfailing

interest and I am sorry to be unable at present to contribute to its financial support—

Very sincerely

Maude Thayer

Sept. 27 - 1932

Adv. Bd
Dinner

October 22, 1932.

Mrs. Alice Overstreet Thompson,
726 South Campbell Street,
Daytona Beach, Florida.

Myddear, dear Mrs. Thompson,

We are by no means unmindful of the interest you manifest in our work in so many ways. May we express our deep gratitude to you for it. It means so much to us to have the friendship and help of the strong women of this community.

It is so beautiful of you to give us your time so generously in the work of our Home Economics Department. Our girls need the direction of all of you splendid women. I want to assure you of our fullest cooperation at all times and of our gratitude for all that you are doing. I know that the members of the staff and the girls will give you eager response and will benefit greatly from your service.

Please continue to be thoughtful of us and prayerful for us during these days of development.

Sincerely yours,

Mary McLeod Bethune, President.

mmb-bml

October 24, 1932.

Miss Maude Thayer,
2054 Cornell Road,
Cleveland, Ohio.

My dear Miss Thayer,

Just a line to let you know how grateful we are for your interest and love and all that you have done for us. Whenever the time comes for you to influence anybody in behalf of our institution, I know you will.

I am sorry to hear that Miss Morse has closed out her work at the Tavern but these economic changes are taking place in all of our affairs. We must study ourselves now and debate upon the next step.

I am very happy to say that the school is going forward. We have one hundred twenty seven students in the junior college. Our graduates received their certificates last year and all of them are now teaching. Many of them are located in the rural districts of the State, where help is so much needed. It is a glorious thing to have a share in awakening those who need awakening.

Our music department continues to be interesting. Mrs. Brown and Mr. Sykes are carrying it forward in a very splendid manner. Possibly we may have our publicity singing group in Cleveland at some time in the future. If so, I will let you know the possible time of our coming.

Sincerely yours,

Mary McLeod Bethune.

mmb-bml

Board

May 6, 1933.

My dear Mrs. Stuart:

When I say that you have rendered valuable service - loving, unselfish service during this year and past years, I am expressing my feeling in mild terms. No compensation that we might be able to direct your way would be sufficient to match the contribution you have made to Bethune-Cookman College and the Negro race. I am thanking God for your friendship, for your faith, for all that you mean to us. You have done so much for us - given us confidence in our own possibilities.

I am thanking God for the spiritual strength you have brought into our work, for your rays of hope on the campus when all seemed dark, for your sane, sympathetic, business-like cooperation in the business affairs of the institution. All of these things have meant more to us than I can express to you. Your presence on the campus has given me strength. When the waters were deepest you stood firmly by, for you have become an intricate part of our institution.

I want to express the appreciation of our Boards, our faculty and students for the gratuitous service you have rendered. God sent us a friend like you for just such a time as this. We have worked together in a most understanding manner. You have had an opportunity to study the intimate details of our organization and you are fitted, as a result, for greater service to our Cause.

May many, many years be granted you to continue in the field of Christian service. May your influence be broadened. We are grateful to your good husband for lending you to us and for so graciously cooperating with your efforts here. We are approaching the closing days with hearts full of gratitude and love for those who have stood so loyally by us during these strenuous months.

Yours with appreciation and affection,

Mrs. J. Sutherland Stuart,
Daytona Beach, Florida.

mmb-hml

~~J. SUTHERLAND STUART, PROPRIETOR~~

~~STUART ARMS~~
~~SEABREEZE~~
~~DAYTONA BEACH, FLORIDA~~

Aug 19 1933

Adv

My dear Mrs Bethune:

It is so dark as to matter that I can hardly see. Yesterday was the first day I felt like much. as a few days after I came I went up stairs in the dusk & in coming down I did not know because the last two or three stairs I stepped & landed on my old legs but I knew that I was O. K. & came out splendidly then with the shake up I had a cold as all did The two babies have whooping cough & Willie Sue & Betty have colds We are going out Sunday night to meet Dr Chroster.

I heard Dr Crosser on the Radio last Sunday & it was fine but not as good as Dr Rodwell - Had a letter from Mrs R. & also a card. they will be home when you get into I have been home sick about every minute — It is fine here but not home We take Mr Dix to Albany about every week as he goes with Dr Parsons on these trips to investigate the different hospitals for insane We take little Jack with us & how he does enjoy every thing. such good kids We don't understand his talk much.

How Mrs Bellmie is there any way you could find out about

Who will go to N.Y. on this next excursion & that — I could use the return the 8 or 9 of Sept. $26.15 full ticket. I don't know yet just how to manage. When we came up we sold one in N.Y. & the other afterwards you see it is a little different going back as I must have a ticket — even if I pay full $26.15. The limit in time is Sept. 9th from N.Y. Telephone Mr Ridwell if you do and I will see that he fixes it for me. 1405-J is his number. (telephone) Will be glad to see you. Hope every thing is satisfactory with you.

Love to all

Helen R. Su

Adv

March 20, 1934.

Mrs. Anna M. Simpson,
Holly Hill, Florida.

My dear Mrs. Simpson:

We send this note to express our deep appreciation to you for your recent gift of twelve dollars ($12) to the Golden Book, and for the record of the names of your family therein. God bless you for this additional manifestation of your interest in our efforts. Bethune-Cookman counts you as one of her most loyal friends.

Sincerely and gratefully,

Mary McLeod Bethune.

mmb-bla
1 enclosure

Adv

March 20, 1934.

Mrs. E. P. Stengle, Manager,
Hotel [redacted],
Daytona Beach, Florida.

My dear Friend:

I just want to thank you again for your warm interest in our work. It means so much to us.

It gives our group so much pleasure to entertain the enthusiastic guests of the Geneva Hotel. Sunday evening was no exception. We express our sincere appreciation for the opportunity and for the generous collection of $41.45, receipt for which we enclose herewith.

Sincerely yours,

Mary McLeod Bethune.

mmb-blm
1 enclosure

Bethune-Cookman College,
Daytona Beach, Florida.

STATEMENT -

DONATIONS
TO
BETHUNE-COOKMAN COLLEGE -

FROM -
ADVISORY BOARD MEMBERS -
(March 1934 to March 1, 1935)

MARCH: 1934

Mrs. Alice O. Thompson - - - - -	$ 2.00	
Mrs. J. Sutherland Stuart - - -	5.00	
Mrs. Anna P. Luquer - - - - - - -	25.00	
Mrs. Amelia Davis - - - - - - - -	25.00	
Mrs. H.W. Cannon - - - - - - - - -	200.00	
Mrs. Ada Lee - - - - - - - - - - -	1.00	
Mrs. Anna Simpson - - - - - - - -	12.00	
Mrs. E.A. Graham - - - - - - - - -	1.00	
Miss Lelia L. Morse - - - - - - -	1.00	
Mrs. M.C.B. Mason - - - - - - - -	1.00	
Mrs. W.C. Harkness - - - - - - - -	5.00	
The Mary McLeod Bethune Circle of Jacksonville, thru Mrs. Ada Lee- (Concert)	87.25	
		$ 365.25

APRIL

Mrs. Harley Jones - - - - - - -	12.00	
Mrs. Harley Jones - - - - - - -	52.00	
Mrs. C.A.W. Allen - - - - - - -	21.00	
Miss Margaret Rhodes - - - - -	250.00	
Mrs. C.M. Ranslow - - - - - - -	25.00	
		360.00

MAY

Mrs. A.F. Wilson - - - - - -	75.00	
Mrs. C.M. Ranslow - - - - - -	75.00	
Mrs. Amelia Davis - - - - - -	100.00	
Mrs. Veva Rees - - - - - - -	20.00	
Mrs. Dora Maley - - - - - - -	1.00	
Mrs. Edgerton Parsons - - -	10.00	
		[illegible]

JUNE

Mrs. H.W. Cannon - - - - -	100.00	
The Berkshire Asso. thru Mrs. Harley Jones - - - -	130.96	
The B C C Asso. of New York Thru Mrs. Meigs - - - - -	605.00	834.96

JULY-AUGUST

Miss Marcia Henry	$ 2.00	
Miss Margaret Rhodes	500.00	
The Mary McLeod Bethune Circle Thru Mrs. Ada Lee, Jacksonville	49.00	
The Mary McLeod Bethune Junior Circle of Jacksonville	2.00	
		$ 553.00

SEPTEMBER

Mrs. Emma I. Colyer	10.00	
		10.00

NOVEMBER

Miss Mary Davidson	25.00	
		25.00

DECEMBER

The B C C Asso. of New York Thru Mrs. Meigs	500.00	
The Berkshire Asso. thru Mrs Harley Jones	50.00	
The B C C Asso. of New York thru Mrs. Meigs	300.00	
Miss Elizabeth Wellington	5.00	
		855.00

JANUARY - 1935

Mrs. Harlye Jones	50.00	
Mrs. Anna P. Luquer	250.00	
Mrs. Jane Meagley	1.00	
Mrs. H.W. Cannon	25.00	
		326.00

FEBRUARY

Mrs. W.C. Harkness	5.00	
Mrs. F.J. Moses	5.00	
Mrs. H.W. Cannon	125.00	
Miss Elizabeth Wellington	20.00	
		155.00
TOTAL -		$ 3,865.21

Bethune-Cookman College,
Daytona Beach, Florida.

REPORT OF

DOMESTIC SCIENCE DEPARTMENT

Advisory Board Monday Night Suppers -	$	274.32
General Food Sales Sunday afternoons and Monday evenings - - - - - - - - - -		41.49
	$	315.81

Actual Receipts -	$ 125.85
Less Expense - -	84.36
	$ 41.49

- -

DOMESTIC ART DEPARTMENT

General Sales - - - - - - - - -	$	64.52
Bazaar - - - - - - - - - - - - - - (Including Princess Issena Sale)		294.00
	$	358.52

Expense - $ 74.81

NET INCOME - $ 283.71

- -

BAZAARS-

1934 -		658.90
1935 -	$	511.41

May 2, 1934.

Ack

Mrs. E. P. Stengle,
Hotel Geneva,
Daytona Beach, Florida.

My dear Mrs. Stengle:

I just want to thank you for your continued interest in our work. You have stood by us for so many years and have been thoughtful of us in every possible manner. When I think of you I just say "God bless Mrs. Stengle."

We enclose herewith official receipt for your recent gift of five dollars to the Golden Book Fund. All of these gifts will be helpful in carrying us to our goal. We sincerely hope to be able to erect the much-needed buildings this summer.

Always gratefully yours,

Mary McLeod Bethune.

mmb-blm
1 enclosure

A NON-PROFIT ORGANIZATION FOR PUBLIC INFORMATION ON PEACE AND INTERNATIONAL AFFAIRS

WORLD PEACEWAYS

103 PARK AVENUE
NEW YORK

AShland 4-1892

CAMPAIGN COMMITTEE

ROSAMOND PINCHOT, Chairman
GRACE ALLEN BANGS, Secretary
HON. KNUTE HILL
Congressman, Washington
FRANK B. KELLOGG
Justice, World Court
HON. EDWARD A. KENNY
Congressman, New Jersey
HON. HERMAN P. KOPPELMANN
Congressman, Connecticut
MRS. JAMES LEES LAIDLAW
MRS. HENRY GODDARD LEACH
HON. GERALD P. NYE
U. S. Senator, North Dakota
MRS. EDGERTON PARSONS
HON. A. J. SABATH
Congressman, Illinois
MARY E. WOOLLEY
President of Mt. Holyoke College

BOARD OF GOVERNORS AND COMMITTEES

MRS. JAMES RAE ARNEILL
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RAY NEWTON
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ARTHUR L. SWIFT, Jr.
ALVA W. TAYLOR
AUGUSTUS O. THOMAS
NORMAN THOMAS
DR. JONAH B. WISE

THERESA MAYER DURLACH
President
ESTELLE M. STERNBERGER
Executive Director
JAMES MONAHAN
Public Relations Director

adv

July 21st, 1934.

Miss Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

My Dear Miss Bethune:-

Before Mrs. Sternberger left for Europe, she wanted me to say that she regrets that developments made it impossible for her to see you on this trip to New York. She hopes that you will let her know whether you are going North in the early fall for she is eager to cooperate with you in your financial plans.

Mrs. Sternberger has had very successful results in the several foreign countries she has visited in the interests of this organization and its purposes. She spoke at the convention of the International Council of Women in Paris.

We expect her back by August 15th.

Sincerely,

Beatrice Breidenbach
BEATRICE BREIDENBACK
SECRETARY TO MRS. STERNBERGER

Aug 3d 1934

Ans

A.W.

FERNWOOD HOTEL
ON BOLTON ROAD
LAKE GEORGE, N. Y.
J. SUTHERLAND STUART

My dear Mrs Bellinie:-

I went over to say good bye but you had gone to Tampa.

We are here since Monday. Of course had cleaning to get ready, but how I dislike it all. We stayed with the Dixies for three weeks though we had rented. We are serving breakfasts & rooms. Don't think much of the breakfasts as they are really luncheons. Have had quite a little rain trying hard to clear to day. Has been hot at times but the nights are quite cool. for a few days The world has changed entirely I think. Dr Stuart is down in the village on errands I am doing lots of mending. We send our flat work out. And have a dandy gasoline stove to cook on a new kind we like it very much I don't know about my buying for you next winter. please let me know as I would plan an earlier trip South if you want me

Hope every thing is fine with you.

With love to all & yourself. Yours Helen R Stuart

August 10, 1934.

Mrs. Helen R. Stuart,
Fernwood Hotel,
Lake George, New York.

My dear Mrs. Stuart,

I was so glad to hear from you and to know that you and Doctor had a safe arrival. I do hope that you are comfortably situated and taking the time to get some real rest.

Things have been very heavy with me and I have had very little time for a let-up. It seems as if our program grows heavier each day. Our way is not quite smooth from the financial viewpoint as yet. We must find the last $10,000 before we can complete the work on the buildings. We have let the contract for the Science Hall and the work is going forward on it, but we are holding the contract for the Refectory in abeyance until we can raise the above sum. I think, however, that we will be able to begin work soon as we are combing Florida in an extensive campaign for the $10,000 and I do believe we will get it. It is wonderful to know how God has blessed us thus far.

At the close of the Commencement Exercises of the Summer Session we had the ground breaking for the new buildings. Mrs. Ranslow, Mrs. Davis and myself shoveled the first soil. I shoveled one shovel for you.

Our campus will be crowded this year. The State Department of Education, through the County Board of Education, has given us the opportunity to conduct a Model Practice School - furnishing us the salaries for the six teachers employed. We will have to select them and they will have to be experts in elementary education. We have not decided on a building, but we will have to improvise something until we can erect a real Practice School.

an

Now, as to helping us next year with the buying. We shall be very glad to have you continue the work, but it will be impossible for us to pay you $60.00 per month for it. We have been forced to put in a worker in our Domestic Science Department to assist Mrs. Davis and take charge of the Dining Hall. It was very necessary to do this as it was utterly impossible for Mrs. Davis to do the work in the Domestic Science Department, the Dining Hall and give general supervision on the Campus. Then too, the young woman which we are employing for this work has to be certificated with the State Department of Education in order that the students may receive full credit for the work done.

We can only offer you this year, Mrs. Stuart, $40.00 dollars per month, for your hours of purchasing. I cannot tell you how sorry I am to make this reduction, but I am forced too because of conditions.

Mrs. Ranslow is atill receiving treatments, and has not been very active for the past two or three weeks.

I know you will be saddened to hear of the passing of Mrs. Davis' brother. He was laid away this morning at ten o'clock in Apalachicola. She left here right after Summer School after having received a telegram stating that he was getting weaker. Her address is 134 Eighth Street, Apalachicola, Florida. I know you will want to send her a line.

School opens on the 15th of September.

Remember me tenderly to Dr. Stuart and take good care of yourself.

Sincerely yours,

Mary McLeod Bethune.

MMB:J

Trustee

August 23, 1934

Bishop F.T. Keeney,
Syracuse, N.Y.

My dear Bishop Keeney:

I am hoping that both you and Mrs. Dorothea are feeling like yourselves again. Days are speedily passing and we are soon to see you in Florida.

I have been busy giving one hour to the Doctor each day for treatment on my throat and tonsils. I am better now but not tip-top. The program of the school is moving on very well. Money matters are still very serious, but we are smiling through.

I have not been able to attend all of the Sunday School conventions. They have been getting over very interesting programs.

I am enclosing you a letter from some Rev. Walter D. Shields. I wish that you would in some way find out who he is and try to get an interview with him and let him know that you are chairman of our Trustee board, and let him know that we do not have permiscuous solicitors. I would just like to know who this man is.

New rest and don't try to do too much.

Sincerely yours,

Mary McLeod Bethune

I will dock Sept-14 Friday
at-7 a m on their m/s
Daytona Fla.

GLENS FALLS, N.Y.
SEP 4
4 30 P.M.
1934

THIS SIDE OF CARD IS FOR ADDRESS

Mrs Mary McLeod Bethune
Daytona Beach Fla
Bethune Cookman College

Lake George N.Y. Sept 4 1932
Dear Mrs B.
Could not see my way
Addr
to come & hear Dr S.
here & to wonder about
him to leave leaving
L.G. Sept 10 & N.Y. Sept 11
by myself as far as we
shall be car. [illegible] Sorry could not
be there before as I could
not hear of thought
I couldn't write. With love
if he couldn't
be there later in the
week to see Mrs Doms R

CLASS OF SERVICE DESIRED			
DOMESTIC		CABLE	
TELEGRAM		FULL RATE	
DAY LETTER		DEFERRED	
NIGHT MESSAGE		CABLE LETTER	
NIGHT LETTER		WEEK END LETTER	

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

WESTERN UNION

NEWCOMB CARLTON, PRESIDENT
J. C. WILLEVER, FIRST VICE-PRESIDENT

1207-A

NO.	CASH OR CHG.
CHECK	
TIME FILED	

Send the following message, subject to the terms on back hereof, which are hereby agreed to

Daytona Beach, Fla., 9/5 1934

To W. S. SNEAD

Street and No.

Place Balsam, N. C.

MRS BETHUNE ADVISES THERE WILL BE ~~AN~~ IMPORTANT MEETING OF TRUSTEES FRIDAY AFTERNOON AT FOUR [illegible] AND REQUESTED YOU BE INFORMED

PLEASE WIRE IF YOU WILL BE PRESENT

HARRY

Sender's address for reference

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

Sender's telephone number

AGREEMENTS ARE CONTINGENT UPON STRIKES ACCIDENTS OR OTHER DELAYS BEYOND OUR CONTROL

HALIFAX CONCRETE PRODUCTS CO.

DEALERS IN
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MOSAIC TILE DEPARTMENT
PHONE 288

W. S. SHEAR, President

OFFICE
322 OCEAN BOULEVARD
P. O. BOX 3036
DAYTONA BEACH, FLORIDA

File

February 15, 1935

Mrs. Mary McLeod Bethune, President
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Mrs. Bethune:-

I have been trying my best to pay the balance of my pledge of [illegible], but due to the fact that I have been sick for the past nine weeks and that business is at a standstill and we are not making any collections, I will have to ask your indulgence until I can pay same.

You may deduct balance due us as of 1/31/35 in the amount of [illegible] from above pledge and I would very much appreciate it if you would purchase materials for the remaining balance of this pledge, as I [illegible] materials, but it seems a physical impossibility to [illegible] at this time, [illegible] you may also be doing [illegible].

Very truly yours,

[illegible] COMPANY

[illegible]

February 21 - 1935

Mr. W S Snead
Postoffice Box 5056
Daytona Beach - Florida

My dear Mr. Snead:

We are very sorry to know that you continue to be ill. I am not very well myself but I MUST do the best I can to hold on to things.

I know how hard it is to get cash. We are passing through the most severe test of our lives. I have been doing everything I possibly could do but there seems to be very little yielding.

I appreciate your desire to pay your pledge in cash. Since it can not be done, we will be very glad to deduct the $38.25 that we owe you from the $250.00 - the amount of your pledge - and then purchase material to take care of the remaining balance.

Thanking you for this gift and for your cooperation, I am

Sincerely yours,

Mary McLeod Bethune

MMB:dh

BEST AVAILABLE COPY

Ack

February 21 - 1935

Mrs. Estelle Sterberger - Chairman
American Peace Movement
New York City - New York

My dear, dear friend,

We are dedicating two buildings March 8, 9, 10. How I do wish you could down. Try hard and see if you can get here for our Trustee Meeting March 8. I need you, very much. Come and look the place over. This one thing, please do for me.

Sincerely yours,

Mary McLeod Bethune

MMB:idb

March 14 - 1935

Mrs. John T Shedding
Postoffice Box 1614

Daytona Beach - Florida

My dear Mrs. Shedding:

It gives me great pleasure to inform you that at the Annual Meeting of the Woman's Advisory Board of Bethune-Cookman College, held Tuesday, March 12, you were unanimously elected to membership on the Board.

We earnestly hope that you will accept this distinction and will cooperate with us in carrying on the important work for Negro youth which Mrs. Bethune is doing through this institution.

[illegible]

[illegible]

Ans'd

March 14 - 19[illegible]

Mrs. Jesse Merrick Smith
277 Park Avenue
New York City - New York

My dear Mrs. Smith:

It gives me great pleasure to inform you that at the Annual Meeting of the Woman's Advisory Board of Bethune-Cookman College, held Monday, March 12, you were unanimously elected to membership on the Board.

We earnestly hope that you will accept this invitation and will cooperate with us in carrying on the important work for Negro youth which Mrs. Bethune is doing through this institution.

Yours sincerely,

[illegible]
[illegible]

adr. Venice - Florida

Dear Mrs. Bethune

I have been hoping, ever since I came to Florida last November that some happy circumstance would land me in Daytona if even for a few days - but as it seems very unlikely that such will be the case, you may imagine my pleasure in being invited to an "entertainment" on Sunday P.M. in Bradenton to find out on arriving that not only were the singers a group of colored boys - but that they were Bethune Cookman boys!

I had a strong feeling that there had been already improvement going on in the music Department alone in the six years since I knew personally of the School's activities. The programme was fine and very well given and with a dignity of deportment that was very pleasing.

In speaking with the boys afterwards, I urged them never to give up the "Spirituals" as no one but the colored race can ever sing them so musically and sympathitically!

I like to feel that I am still a member of your Advisory Board - though I have not been able to be of any active help recently. Perhaps things will change soon - Let us hope so.

When you were last in

Cleveland, a member of my family happened to hear of it - and made a trip of many miles to get the message to me - but it was too late - when I telephoned - you had just left -

I do wish you would let me know the next time you are coming -

My sister's home H. K. Bourne
Sky Farm -
Chagrin Falls O.

is always a permanent address for me -

As I live in an apartment, we are likely to move when ever we find a better one - !

These years have been hard pulling for most Schools - but I can see that you have come through - and I read

the reports of the Board Meetings
with keenest interest —

With warmest personal regards
Most sincerely
Maude Thayer

March 10 - 1935

March 16 - 1955

Mrs. Maude Thayer
Venice - Florida

My dear Mrs. Thayer:

It is so lovely to hear from you. I have thought of you so often. We miss you so much.

The tide has turned; days are changed. Things are so different with all of us - far different from what they used to be. We all just have to grit our teeth and stick to the fundamentals and fight on. With all the difficulties we are having the school moves on most interestingly.

We do hope, Mrs. Thayer, that it will be possible for you to come by in the Spring and see us. We have just dedicated our New Science Hall and our New Faith Hall. It was a glorious time at the Dedication. I wish very much that you could have been here.

We are so glad that your interest clings to us. We shall always be grateful for your friendship and your help. We want you, of course, to remain with us on our Board.

Sincerely yours,

Mary McLeod Bethune

[illegible]

Trustee

March 15 - 1935

Dr. J H Terrell
410 North Rosemary
West Palm Beach
Florida

My dear Dr. Terrell:

At the Annual Meeting of the Board of Trustees at Bethune-Cookman College, held March 8, 1935, you were unanimously elected to membership on the Board. We sincerely hope you will accept this place and join with us in the promotion and advancement of this most promising institution.

President Bethune and the members of the Board feel that young, progressive, interested men and women will catch this vision of service with us and help us insure Bethune-Cookman's advance as the years go by.

May we have your acceptance?

Sincerely yours,

(Sgd.) C W [illegible]
Secretary of the Board.

[illegible]

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable sign above or preceding the address.

WESTERN UNION

(00)

SIGNS

DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

35 MAY 6 PM 8 09

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at 122 Orange Avenue, Daytona Beach, Flo.

MINUTES IN TRANSIT	
FULL-RATE	DAY LETTER

JNH77 10=WESTPALMBEACH FLO 6 749P

MRS BERTHA MITCHEL=
BETHUNE COOKMAN COLLEGE

DR FARRELL LOST HIS MOTHER TUESDAY HE OUT OF TOWN=

THELMA.

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable sign above or preceding the address.

WESTERN UNION

(38)

SIGNS

DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

R. B. WHITE
PRESIDENT

NEWCOMB CARLTON
CHAIRMAN OF THE BOARD

J. C. WILLEVER
FIRST VICE-PRESIDENT

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at 122 Orange Avenue, Daytona Beach, Flo. 1935 MAY 7 PM 12 43

MINUTES IN TRANSIT	
FULL-RATE	DAY LETTER

JN105 10=MIAMI FLO 7 1228P

MRS B L MITCHELL====
BETHUNE COOKMAN COLLEGE=VD=

REGRET MY DARNDEST WAS NOT GOOD ENOUGH STILL PLUGGING HERE=

PHARR.

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

The Afro-American Life Insurance Company
INCORPORATED UNDER THE LAWS OF FLORIDA
PAID UP CAPITAL STOCK $150,000.00

A. L. LEWIS, PRESIDENT
J. H. LEWIS, VICE PRESIDENT
LOUIS D. ERVIN, CASHIER
WILLIAM H. LEE, SECRETARY
HOME OFFICE
101-105 E. UNION STREET

OFFICE OF DIRECTOR OF AGENTS
P. O. Box 2324

~~JACKSONVILLE, FLORIDA~~
TAMPA, FLORIDA

May 11, 1935

Copy of letter

Mrs. B. L. Mitchell,
Secty. to Mrs. Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Madam:

I am in receipt of a telegram, that was relaid from Jacksonville to Tampa, stating, if possible, for me to attend an important Trustee Meeting of Bethune-Cookman College, Tuesday, May 7th.

However, I received it too late to attend, but the question in my mind is if this was intended for me, rather than Ralph B. Stewart of Jacksonville, as I have received no notification as to my appointment to the Board of Trustees of Bethune-Cookman.

Any information in this connection is solicited.

Very respectfully,

R. P. Stewart

Robt. P. Stewart,
Director of Agents.

RPS:EE

May 16, 1935.

Mr. Robert P. Stewart,
Postoffice Box 2324,
Tampa, Florida.

Dear Mr. Stewart:

On March 15, 1935, Mrs. C. H. Ranslow, secretary our Board of Trustees, wrote you as per the enclosed copy. I was not sure that she had received an acceptance of the appointment from you, but when the call came for my office to call an emergency Board meeting I included your name because I knew it had been proposed and accepted at the annual meeting.

I am so sorry that the letter did not reach you and I hope that you will write Mrs. Bethune or Mrs. Ranslow in regard to it. I sincerely hope that it may be possible for you to accept the place, and feeling that you will think favorably of it I am enclosing the copy of a trustee notice being sent out by Mrs. Bethune today.

Sincerely yours,

B. L. Mitchell, Secretary.

2 enclosures

Trustee

May 17, 1935.

Dr. J.H. Terrell,
410 North Rosemary Avenue,
West Palm Beach, Florida.

My dear Trustee:

You were called to the trusteeship of Bethune-Cookman College for a real purpose.

So far as Negro educational institutions are concerned, this is the time for Negro men to show courage, strength and resourcefulness in order that the future of our schools may be secure.

I am calling upon you, as a trustee of Bethune-Cookman College, to be present here for a meeting May 28, 1935, at 2:30 P.M. The Commencement exercises will be held at 10 o'clock on the morning of that day.

Please arrive here in the morning in order that you may be a part of the commencement exercises, as a distinct group - a distinct unit in the organization of our work. The commencement address this year will be given by Honorable Cary D. Landis, Attorney-General of the State. We are desirous of having all of our trustees in this vicinity to welcome this outstanding statesman.

May I depend upon you to be present for the commencement exercises and for this important meeting of the Trustees?

Sincerely yours,

Mary McLeod Bethune.

mmb-blm

Boone

August 22, 1935.

Dr. Francis M. Turrentine
63 Avondale Park
Rochester, New York

My dear Dr. Turrentine,

We are going to be very happy to have you on our Lecture Program for the ensuing year. You have been so generous to think in terms of giving us four lectures - one per week for four weeks - and I want to assure you of our deep gratitude for this valuable service. Please let us know what time will be desirable for us to arrange for your lectures in our schedule, inorder that we may prepare for them.

Remember me kindly to Mrs. Turrentine. I want you both to continue thoughtful of us. If, at any time, you find it possible to use your influence in our behalf, if you come in contact with friends who may be materially able to help us, just direct their attention to our great need for funds at this time. We need friends to help us while they are living, remember us in their wills when they pass on.

I have been very ill but am much better now. As I regain my strength my faith is strengthened.

Sincerely and gratefully,

Mary McLeod Bethune.

mmb-blm

COPY

Board

August 22, 1935.

Mrs. Estelle M. Sternberger,
World Peaceways,
103 Park Avenue,
New York, New York.

My dear, dear Friend:

It was lovely to have just a line from you. I am glad that you are in America. How long are you going to stay? What can you plan for us for the Fall? We must get up there and do some real business for the college. We must make some contacts. I need you to help me in every way you possibly can.

I am feeling fine again, and my faith is strong. Although we find ourselves in very desperate straits now, we feel sure the money we need for our work will come.

Lovingly yours,

COPY

mmb-blm

Board

August 31, 1935.

Mrs. J. Sutherland Stuart,
88 Ridge Street,
Glens Falls, New York.

My dear, dear Mrs. Stuart:

The long summer has almost passed and I have not had one word from you. How sincerely I am hoping that all has gone well with you and Doctor, and that you have enjoyed a pleasant and restful summer.

We have had many problems to confront us, and I have passed through some ordeals that have been very taxing. I am fine now, however, feeling wonderfully well and my faith is as strong as usual, despite conditions.

The weather is pleasant. We have been having showers which have cooled the air and dispersed the heat waves. We are now looking forward to the opening of school next month.

Mrs. Davis has been resting in Apalachicola for a few weeks. Mrs. Ranslow has been away most of the summer. The secretaries have been busy for little let-ups. I have been to Cleveland, where I had the operation which has so relieved my difficulty, Washington, North Carolina and now I am at my desk, trying to get the old ship in readiness for another voyage. Our financial condition is very, very trying. We do not see the light that we desire to see but we know that our supply is sure.

I hope things are going well with with you and that your children are doing well in the East. Everything indicates that times are better but we have not felt the "uplift" in our program here. Our faith will stand the test, however.

We shall be very glad to hear from you and Dr. Stuart. We always want to keep in close touch with you.

Sincerely yours,

Mary McLeod Bethune.

[illegible]

A NON-PROFIT ORGANIZATION FOR PUBLIC INFORMATION ON PEACE AND INTERNATIONAL AFFAIRS

WORLD PEACEWAYS
103 PARK AVENUE
NEW YORK

ASHland 4-1892
Cable Address: PEACEWAY

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FRANK W. NYE
Vice President
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FANNIE MAYER KORN
Secretary
ESTELLE M. STERNBERGER
Executive Director
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Congressman, New Jersey
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HON. GERALD P. NYE
U. S. Senator, North Dakota
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JOHN NEVIN SAYRE
TUCKER P. SMITH
CROSBY B. SPINNEY
MANNY STRAUSS
ARTHUR L. SWIFT, Jr.
PROF. ALVA W. TAYLOR
NORMAN THOMAS
DR. JONAH B. WISE
MARY E. WOOLLEY
President of Mt. Holyoke College

September 20, 1935

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

When you plan to come here, please let me know and we shall get together to see what can be done.

Last year was an exceedingly busy one and gave me no time for extraneous efforts.

Do tune in on our radio program, being broadcast every Thursday evening at 9:30, over Columbia Broadcasting System. It is entitled, "To Arms for Peace."

Most cordially,

Estelle M. Sternberger

Estelle M. Sternberger
Executive Director

EMS:MM

CLASS OF SERVICE DESIRED			
DOMESTIC		FOREIGN	
TELEGRAM		FULL RATE CABLE	
DAY LETTER		DEFERRED CABLE	
NIGHT MESSAGE		NIGHT CABLE LETTER	
NIGHT LETTER		WEEK-END CABLE LETTER	
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Send the following message, subject to the terms on back hereof, which are hereby agreed to

Form 5

September 23 - - - - 1935

To Mrs. Estelle Sternberger

103 Park Avenue - New York, New York

May we have conference of a few people with you at your office October fifth - What hour will be suitable - We shall be glad to take your office orresidence, whichever you may be able to offer - Wish to notify a few others - Must hear from you first - Please wire

Mary McLeod Bethune

Charge to BCC

September 24, 1935.

Mrs. Estelle M. Sternberger,
World Peaceways,
103 Park Avenue,
New York, New York.

My dear, dear Friend:

Thank you so much for your prompt reply to my telegram and for your generosity in the matter of using your office for our meeting. I am notifying the others to try to meet with us at 2:30 in the afternoon, October 5th, 1935.

I shall leave here for New York on October 3rd.

With deep appreciation for your continued friendship, I am

Sincerely yours,

Mary McLeod Bethune.

mmb-bim

Board
(Trustee)

December 31, 1935.

Mrs. Estelle M. Sternberger,
103 Park Avenue,
New York, New York.

My dear Friend:

I know that you are busy with many things. I just want to write you a note and thank you for sending the copy of the proceedings of the National Council of Jewish Women. I shall return this copy to you.

There has been no further reaction on the Tamblyn and Brown proposal. Friends have been looking over it but we dont know just what the decision will finally be. We do know that, by some means, some money must come to us. They wrote me recently, suggesting making up a little booklet of the work. We have no money for anything of this type at this time. Friends will come to our rescue some day, we know.

May the New Year bring to you the choice blessings you so richly merit.

Sincerely yours,

Mary McLeod Bethune.

mmb-blm

Trustee

January 11, 1936.

Dr. John Henry Terrell,
410 North Rosemary Avenue,
West Palm Beach, Florida.

My dear Friend:

We are in deep waters financially and I pray that my trustees will not let them overflow us. I wonder if there is anything you can do for us at this time, either by making a personal contribution, or by the use of your influences in our behalf. We are so desperately in need of funds at this time. You have always been so kind to us in the past and I want you to give serious thought to our needs now. Do you think it will be well for me to make a trip to West Palm Beach, to try to contact some of the rich people who winter there and in Palm Beach? What do you suggest? We must do something - must secure some money speedily.

I shall appreciate it if you will send my office copies of the daily West Palm Beach newspapers, in order that we may take note of new arrivals. If you could have these papers sent twice a week, it would mean so much to us.

I hope that you are well and all continues to go well with you. Be thoughtful of us these days and let us hear from you [illegible] as possible.

May the New Year bring to you the choicest blessings of health, happiness and prosperity that you so richly merit.

Sincerely yours,

Mary McLeod Bethune.

MMB-[illegible]

Adv. Bd
(Honor)

2404 Davis Street
Jacksonville, Fla.
February 17, 1936

My dear Mrs. Bethune:

In response to a recent letter from the secretary of the Ladies' Advisory Board of the college, I put on a little effort among some of the teachers and friends of Bethune-Cookman. Enclosed you will find the data showing the result. I gave a "collector's" list to each person whose name is shown herewith. Some responded, and some did not.

Enclosed you will also find a money order for the total amount collected, twelve dollars and forty-five cents, (12,45). Please give same to Ladies' Advisory Board.

Some of those who accepted and had lists given said they would pay a part of their pledges at this time, but failed to do so. Perhaps if I had had my car I could have collected to better advantage; but Mr. Horrace is away with it. I shall try to collect more when he returns, and I can get personally to some who were not reached. Many said that they had contributed at the concert last Sunday night.

I shall request the further payment of pledges at the next teachers pay day.

I regret very much my inability to attend your testimonial dinner, but was indeed happy over the event. My prayers are for your continued usefulness.

With best wishes, I remain,

Yours truly

Laura E. Horrace

Collectors	Address	Amount
1. Mrs. Laura E. Horrace	2404 Davis St.	$6.75
2. " Ollie B. Donaldson	1500 Cleveland St.	$1.00 (P)
3. " Elaire Williams	W. Fifth St.	1.00 (P)
4. " Geneva M. Scott	1523 W. Seventh	1.40
5. " A. R. Jacobs	1643 McConnihe St.	.50 (P)
6. " Seleta Payne	1610 Harrison "	—
7. " Jamie Tysen	Franklin Street School	—
8. " Geneva Williams	1400 Block W. Sixth St.	—
9. " M. L. Tramble	2013 Davis St.	.25 (P)
10. " Rubiana Jackson	1488 W. Sixth "	.45
11. Miss Annie Belle Clemons	624 W. Union	—
12. Mrs. Lenora Ward	1407 Hart St.	—
13. " Ellen Cole	1612 Lee Street	—
14. " Julia Jacobs	803 W. Eighth "	1.10
15. " R. B. Gordon	563 Bloxham "	—
16. " Sadie Tillis	2122 Louisiana "	—
17. " Hazel Cromartie	2050 Mt. Herman "	—

Total Collected $12.45

(by above named person as shown)

Mrs. L. E. Horrace, Collector

An Emergency Collection
for
Bethune-Cookman College
By Request of
Ladies Advisory Board
from
January 29 to February 14, 1936

Name	Address	Paid
1. Laura E. Horrace	2404 Davis St.	$2.00 (On Pledge)
2. Mrs. Pauline Pratt	526 W. Eighth "	.25
3. " L. D. Ervin	1664 Evergreen Ave.	.25
4. " Eliza Myers	1115 Pippin St.	.25
5. " Blanch Jenkins	709 W. Eighth St.	.25
6. " Meltonia Brooks	801 Arch St.	.25
7. Miss Constance Robinson	2417 Moncrief Ave.	.10
8. " J. G. Randolph	1918 Davis Street	.10
9. Mrs. Marie Braxton-Jones	1647 Grothe "	.25
10. " Verdie Williams	1614 Lee "	.25
11. " Maud Chestnut	1554 W. 14th "	.50
12. (Some) Pupils	Cookman No. 145	.20
13. Mr. J. M. Baker	755 W. Beaver St.	1.00
14. Mrs. I. A. Ross	1940 Center "	.50
15. " Eva Williams	2123 Davis "	.25
16. Juanita Crooms	1001 Everson "	.35
	Total	$6.75

Paid

Mrs. O. B. Donaldson, Collector

An Emergency Collection
for
Bethune-Cookman College
from
January 29, to February 14, 1936
By Request of
Ladies Advisory Board

Name	Address	Paid
Mrs. Ollie B. Donaldson	1500 Cleveland	$1.00 (On Pledge)

Summer Class 1935

Paid

Mrs. Julia Jacobs, Collector

An Emergency Collection
for
Bethune-Cookman College
By Request of
Ladies Advisory Board
From
January 29, to February 14, 1936

Julia E. Jacobs	$1.00
L. B. Langley	,10
	$1.10

Paid

Mrs. R. B. Jackson, Collector

An Emergency Collection
for
Bethune Cookman College
By Request of
Ladies Advisory Board
from
January 29, to February 14, 1936,

	Name	Address	Paid
1.	Mrs. R. B. Jackson ✓	1458 W. Sixty	10 ✓
2.	Mrs. Eloise Brooks ✓	1605 W. 5th St.	10¢ ✓
3.	Mrs. Estelle Brown		
4.	Miss Lucille Haygood		
5.	Miss Irene Brown ✓	1020 Cimon St.	$.15 ✓
6.	Mrs. Bessie Baker		
7.	" Hattie Evans	706 Dewitt St	10¢ ✓
8.	" Hallie Madison		

Total Collected .45

Paid

Mrs. H. Cromartie - ____, Collector

An Emergency Collection
for
Bethune-Cookman College
By Request of
Ladies Advisory Board
from
January 29, to February 14, 1936

Reported nothing

Miss Anna Belle Clemmons
Collector

An Emergency Collection
for
Bethune-Cookman College
By Request of
Ladies Advisory Board
from
January 29, to February 14, 1936,

Name	Address	Paid

Reported Nothing

February 27, 1936.

Mrs. Laura Horrace,
2404 Davis Street,
Jacksonville, Florida.

My dear Mrs. Horrace:

I just want to thank you for your very splendid effort in behalf ofour Institution and its immediate needs. You have carried forward your campaign of solicitation in a very effective manner and we are deeply grateful for this manifestation of your continued interest. We enclose herewith official receipt for $12.45, which has been credited to the special effort of the Advisory Board ladies, and will push us that much nearer our goal to claim the grant of the General Education Board. God bless you for this help.

The Annual Bazaar was held yesterday, with great success. I wish so much that you ladies could have been here to witness it.

Please continue thoughtful of us and prayerful for us. Convey our gratitude to each friend who helped in your effort.

Sincerely and gratefully,

Mary McLeod Bethune.

mmb-blm
1 enclosure

1937 -

Bishop Charles W. Flint
313 Sarto Avenue
Coral Gables, Florida

THE BOARD OF TRUSTEES
of
BETHUNE-COOKMAN COLLEGE

FROM ANNUAL MEETING
MARCH 4, 1936.

TERM EXPIRES 1939

1. Dr. M J Holmes
740 Rush Street
Chicago, Illinois

2. Dr. W A C Hughes
1701 Arch Street
Philadelphia, Pennsylvania

3. Rev. Perry B James
Tarpon Springs, Florida

4. Bishop F T Keeney
The Cox-Carlton Hotel
Atlanta, Georgia.

5. Rev. W V Meredith
109 South Wild Olive Avenue
Daytona Beach, Florida

6. Dr. R R Moton
Capahosic, Virginia

7.5 Mr. Rupert J Longstreet
610 Braddock Street
Daytona Beach, Florida

8. Miss Mable Carney
Teachers College
Columbia University
New York City

9. Mr. Kelsey L Pharr
1042 Second Avenue
Miami, Florida

10. Mr. Charles B Prettyman, Jr
212 Arlington Way
Ormond, Florida

11. Mr. Joseph H James, Jr
704 Broad Street
Jacksonville, Florida.

12. Dr. J H Terrell
410 Broad Street
Jacksonville, Florida.

TERM EXPIRES 1939

13. Attorney D W Perkins
410 Broad Street
Jacksonville, Florida

14. Mr. A L Lewis
105 East Union Street
Jacksonville, Florida.

15. Mr. A R Jones
Bradenton, Florida

16. Governor George E Sweet
Colorado

17. Mr. Lawrence Thompson
Silver Beach Avenue
Daytona Beach, Florida

TERM EXPIRES 1938

18. Dr. T A Adams
325 Pine Street
Daytona Beach, Florida

19. Dr. Will W Alexander
403 Standard Building
Atlanta, Georgia

20. Colonel G Edward Dickerson
628 South 16th Street
Philadelphia, Pennsylvania

21. Dr. Stanley High
500 Fifth Avenue
Noroton, Connecticut

22. Mr. W E Craig
First Methodist Episcopal Church
DeLand, Florida

23. Rev. H W Bartley
South Division Street
Orlando, Florida

#2 The Board of Trustees of Bethune-Cookman College ------ From Annual Meeting March 4, 1936.

TERM EXPIRES 1938 (continued

24. Rev. Frank Hamilton
603 Palmetto Street, South
Daytona Beach, Florida

25. Mr. L L Pratt
525 West Beaver Street
Jacksonville, Florida

26. Dr. G W Pollack
815 North Grandview Avenue
Daytona Beach, Florida

27. Mr. Ferris J Meigs
42 Prescott Avenue
Bronxville, New York

28. Mr. G. W. Perkins
1514 Fifth Avenue
Saint Petersburg, Florida

TERM EXPIRES 1937

29. Dr. E A Graham
608½ Second Avenue
Daytona Beach, Florida

30. Mrs. Mae Reese Hawkins
535 Cypress Street
Daytona Beach, Florida

31. Attorney William M Cobb
248 South Beach Street
Daytona Beach, Florida

32. Dr. Charles S Johnson
Fisk University
Nashville, Tennesee

33. Rev. Jesse Murrell
c/o White Temple Church
Miami, Florida

34. Rev. S P Pratt
712 West Church Street
Jacksonville, Florida

35. Mrs. C M Ranslow
P O Box 255
Holly Hill, Florida

36. Mrs. Veva W Rees
P O Box 47
Holly Hill, Florida
Or R D #1
Carbondale, Pennsylvania

37. Mrs. J Sutherland Stuart
123 University Boulevard
Daytona Beach, Florida

38. Miss Margaret Rhodes
426 South Beach Street
Daytona Beach, Florida

39. Mr. G D Rogers
710 Harrison Street
Tampa, Florida

40. Colonel Theodore Roosevelt
Oyster Bay
New York, New York

41. Dr. D H Rutter
First Methodis Episcopal Church
Saint Augustine, Florida

42. Dr. Emmett J Scott
Howard University
Washington, D. C.

43. Mr. W S Snead
220 Ocean Boulevard
Daytona Beach, Florida

44. Mr. Albert Steiger
648 South Ridgewood
Daytona Beach, Florida

45. Mrs. Estell Sternberger
103 Park Avenue
New York, New York

46. Senator F C Walcott
Department of Welfare
Hartford, Connecticut

47.

LIFE MEMBER

Mary McLeod Bethune
Daytona Beach, Florida

EXECUTIVE COMMITTEE

48. Mr. W S Snead
Mrs. C M Ranslow
Attorney William Cobb
Rev. H W Bartley

#3 Executive Committee (continued) - - - - - From Annual Meeting
March 4, 1936.

Dr. T A Adams
Dr. G W Pollack
Dr. E A Graham
Miss Margaret Rhodes
Mrs. Veva Rees
Mr. W V Meredith
Mr. R J Longstreet

FINANCE COMMITTEE

Mr. Ferris J Meigs
Dr G W Pollack
Mr. G D Rogers
Mr. A L Lewis
Mrs. Veva W Rees

OFFICERS

Chairman-- Bishop F T Keeney
Vice-Chairman - -Mr. W S Snead
Secretary-Treasurer
Mrs. C M Ranslow

/elr

THE BOARD OF TRUSTEES
OF
BETHUNE-COOKMAN COLLEGE -

From Annual Meeting,
March 4, 1936.

TERM EXPIRES [illegible]

1 - Miss Mabel Carney,
New York, New York.

2 - Dr. M. J. Holmes,
Chicago, Illinois.

3 - Dr. W. A. C. Hughes,
Philadelphia, Pennsylvania.

4 - Rev. Percy B. Jones,
South Miami, Florida.

5 - Mr. Joseph N. Jones, Jr.
Jacksonville, Florida.

6 - Mr. A. H. Jones,
Bradenton, Florida.

7 - Bishop F. T. Keeney,
Atlanta, Georgia.

8 - Mr. A. L. Lewis,
Jacksonville, Florida.

9 - Mr. Rupert J. Longstreet,
Daytona Beach, Florida.

10 - Rev. W. T. Meredith,
Daytona Beach, Florida.

11 - Dr. R. R. Moton,
Capahosic, Virginia.

12 - Attorney D. W. Perkins,
Jacksonville, Florida.

13 - Mr. Kelsey L. Pharr,
Miami, Florida.

14 - Gov. George E. Sweet,
Colorado.

15 - Dr. J. E. Terrell,
West Palm Beach, Florida

TERM EXPIRES [illegible]

16 - Mr. T. A. Adams,
Daytona Beach, Florida.

17 - Dr. Will W. Alexander,
Atlanta, Georgia.

18 - Rev. H. W. Bartley,
Orlando, Florida.

19 - Mr. W. E. Craig,
DeLand, Florida.

20 - Col. G. Edward Dickerson,
Philadelphia, Pennsylvania.

21 - Rev. Frank Hamilton,
Daytona Beach, Florida.

22 - Mr. Stanley High,
Noroton, Connecticut.

23 - Mr. Ferris J. Meigs,
Bronxville, New York

24 - Mr. C. W. Perkins,
St. Petersburg, Florida

25 - Mr. C. W. Pollock,
Daytona Beach, Florida.

26 - Mr. L. L. Pratt,
Jacksonville, Florida.

TERM EXPIRES 1937

27 - Attorney William H. Cobb,
Daytona Beach, Florida.

28 - Dr. B. A. Graham,
Daytona Beach, Florida.

29 - Mrs. Mae Reese Hankins,
Daytona Beach, Florida.

30 - Dr. Charles S. Johnson,
Nashville, Tennessee.

31 - Rev. Jesse Harvell,
Miami, Florida

3 - The Board of Trustees of
Bethune-Cookman College - - - - From Annual Meeting, March 4, 1936.

TERM EXPIRES 1937 (continued)

32 - Rev. S. P. Pratt,
Jacksonville, Florida.

33 - Mrs. C. M. Hensler,
Holly Hill, Florida.

34 - Mrs. Vera W. Moss,
Holly Hill, Florida.

35 - Miss Margaret Rhodes,
Daytona Beach, Florida.

36 - Mr. C. D. Rogers,
Bradenton, Florida.

37 - Col. Theodore Roosevelt,
Oyster Bay, New York.

38 - Dr. D. H. Rutter,
St. Augustine, Florida.

39 - Dr. Emmett J. Scott,
Washington, D. C.

40 - Mr. W. S. Snead,
Daytona Beach, Florida

41 - Mr. Albert Steigner,
Daytona Beach, Florida.

42 - Mrs. Estelle Sternberger,
New York, New York.

43 - Mrs. J. Southerland Stuart,
Daytona Beach, Florida.

44 - Senator F. C. Walcott,
Washington, D. C.

LIFE MEMBER.

45 - Mary McLeod Bethune,
Daytona Beach, Florida

EXECUTIVE COMMITTEE:

Mr. W. S. Snead, Chairman

Mrs. C. M. Hensler, Vice Chairman

Attorney William Cobb

Rev. H. W. Bartley

Dr. T. A. Adams

Dr. C. W. Pollack

Dr. R. A. Graham

Miss Margaret Rhodes

Mrs. Vera Moss

Mr. R. V. Meredith

Mr. R. J. Longstreet

FINANCE COMMITTEE:

Mr. Ferris J. Meigs

Dr. C. W. Pollack

Dr. C. D. Rogers

Mr. A. L. Lewis

Mrs. Vera W. Moss

OFFICERS OF THE BOARD

Chairman - Bishop F. T. Keeney

Vice-Chairman - Mr. W. S. Snead

Secretary-Treasurer -
Mrs. C. M. Hensler.

November 4, 1936

Dr. Emmett J. Scott
Howard University
Washington, D. C.

My dear Trustee:

Please take the time to read this letter when you are not rushed.

The years have rapidly flown. The little seed planted at Daytona Beach, Florida thirty-two years ago, and the old Cookman Institute of Jacksonville, established sixty-two years ago, have rapidly and mysteriously grown into a dynamic Institution now known as Bethune-Cookman College. It has passed through years of struggle and deprivation but the forces have never pushed backward. Its steps have been forward; its ideals sound and practical. It has been a great character-builder. It has sent out and touched the lives of thousands of young men and women who are today contributing to the building of a better world, because of their training in this Institution. It has vindicated the judgement of Abraham Lincoln and those who stood with him in releasing the Negroes of America from the chains of slavery, and giving them a chance for Christian education. It has sent men and women into many fields of service, carrying the torchlight to those who could not find the way.

We accept the challenge of the new surroundings in which we find ourselves and are ready to take the next forward step in meeting the educational requirements for the training in head, hand and heart of strong Christian citizens.

You and I have accepted the trusteeship of such an Institution. We have courageously battled through the economic situation of the past seven years. We have added two new buildings - a Dining Hall and a Science Hall. Our courses of study have been advanced according to the educational requirements. We are gradually building a substantial faculty. Our student body is growing in vision and purpose. We sent out 69 graduates from the winter school last year and 90 from the summer school. Our turnover is necessarily rapid because we carry only two years of college work.

We started this year's work with all indebtedness paid, and with a

Dr. Emmett J. Scott,
Washington, D. C.

11/4/36

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I am feeling fine. I have the courage of the yesterdays, but I find the load heavy to carry.

Sincerely yours,

Mary McLeod Bethune

mmb-lrb

November 4, 1936

Mrs. Estelle Sternberger
103 Park Avenue
New York, New York

My dear Trustee:

Please take the time to read this letter when you are not rushed.

The years have rapidly flown. The little seed planted at Daytona Beach, Florida thirty-two years ago, and the old Cookman Institute of Jacksonville, established sixty-two years ago, have rapidly and mysteriously grown into a dynamic Institution now known as Bethune-Cookman College. It has passed through years of struggle and deprivation but the forces have never pushed backward. Its steps have been forward; its ideals sound and practical. It has been a great character-builder. It has sent out and touched the lives of thousands of young men and women who are today contributing to the building of a better world, because of their training in this Institution. It has vindicated the judgement of Abraham Lincoln and those who stood with him in releasing the Negroes of America from the chains of slavery, and giving them a chance for Christian Education. It has sent men and women into many fields of service, carrying the torchlight to those who could not find the way.

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Sincerely yours,

Mary McLeod Bethune.

mmb-lrb

November 6, 1936

Dr. J. H. Terrell
410 North Rosemary Avenue
West Palm Beach, Florida

My dear Trustee:

Please take the time to read this letter when you are not rushed.

The years have rapidly flown. The little seed planted at Daytona Beach, Florida thirty-two years ago, and the old Cookman Institute of Jacksonville, established sixty-two years ago, have rapidly and mysteriously grown into the dynamic Institution now known as Bethune-Cookman College. It has passed through years of struggle and deprivation but the forces have never pushed backward. Its steps have been forward; its ideals sound and practical. It has been a great character-builder. It has sent out and touched the lives of thousands of young men and women who are today contributing to the building of a better world, because of their training in this Institution. It has vindicated the judgment of Abraham Lincoln and those who stood with him in releasing the Negroes of America from the chains of slavery, and giving them a chance for Christian education. It has sent men and women into many fields of service, carrying the torchlight to those who could not find the way.

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West Palm Beach, Florida
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Sincerely yours,

Mary McLeod Bethune

mmb-ejt

November 9, 1936

Mr. Lawrence Thompson
Silver Beach Avenue
Daytona Beach, Florida

My dear Trustee:

Please take the time to read this letter when you are not rushed.

The years have rapidly flown. The little seed planted at Daytona Beach, Florida thirty-two years ago, and the old Cookman Institute of Jacksonville, established sixty-two years ago, have rapidly and mysteriously grown into the dynamic Institution now known as Bethune-Cookman College. It has passed through years of struggle and deprivation but the forces have never pushed backward. It has been a great character-builder. It has sent out and touched the lives of thousands of young men and women who are today contributing to the building of a better world, because of their training in this Institution. It has vindicated the judgment of Abraham Lincoln and those who stood with him in releasing the Negroes of America from the chains of slavery, and giving them a chance for Christian education. It has sent men and women into many fields of service, carrying the torchlight to those who could not find the way.

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Silver Beach Avenue
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Sincerely yours,

Mary McLeod Bethune

mmb-ejt

November 13, 1936

Mr. W. S. Snead
220 Ocean Boulevard
Daytona Beach, Florida

My dear Trustee:

Please take the time to read this letter when you are not rushed.

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Mary McLeod Bethune.

mmb-lrb

November 13, 1936

Mr. Albert Steiger
648 South Ridgewood Avenue
Daytona Beach, Florida

My dear Trustee:

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mmb-lrb

November 17, 1936

Mrs. J. Sutherland Stuart
123 University Boulevard
Daytona Beach, Florida

My dear Trustee:

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Mary McLeod Bethune

mmb-ejt

Adv. Bd.
"8"

November 30, 1936

Mrs. E. P. Stengle
Hotel Geneva
Daytona Beach, Florida

Dear Fellow-Member:

We are very eager to make the CHRISTMAS SALE AND DINNER at Bethune-Cookman College, on Monday, December 14, 1936, a most outstanding affair, both for the raising of funds to help the school at this time, and for the building of friendship in the city.

The dinner that is usually served as a part of our Bazaars is a most effective drawing card, for friends who come out for dinner always make purchases of other items. We desire, therefore, to sell as many dinner tickets as possible.

I am sending you, enclosed, ten tickets for the dinner. Please try to sell all of them. If we can secure the one hundred percent cooperation of local members in the sale of the dinner tickets the success of the whole event is assured.

I shall appreciate the cooperation I know you will give in this particular.

Sincerely yours,

Veva W. Rees, Chairman,
CHRISTMAS SALE AND DINNER.

enc - 10 dinner tickets.

Car. Bd.
"5"

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CHRISTMAS SALE AND DINNER.

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Adv. Bd.
"S"

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Postoffice Box 1614
Daytona Beach, Florida

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Board

December 3, 1936

Mrs. F. M. Turrontene
Rogers Apartment
709 Ora Street
Daytona Beach, Florida

Dear Fellow-Member:

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Sincerely yours,

Veva W. Rees, Chairman,
CHRISTMAS SALE AND DINNER.

enc- 10 dinner tickets

Pers

We are so sorry
to find you are ill
Will see you in
near future x

Estelle M. Sternberger
103 Park Avenue
New York City

January 22, 1937

Dear Mrs. Bethune:

I am writing to you at the suggestion of Mrs. Sternberger, to explain that she is not well and has been ordered to her bed by her physician, to take a rest for two weeks. There is nothing serious. It is merely a matter of having gone so long without interrupting her activities.

She hopes to be in touch with you on or about February 4th.

Sincerely,

Beatrice Breidenbach
Beatrice Breidenbach
Secretary to Mrs. Sternberger

Mrs. Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

HOWARD UNIVERSITY
WASHINGTON, D. C.
FOUNDED BY GENERAL O. O. HOWARD

OFFICE OF
EMMETT J. SCOTT
SECRETARY

[illegible]

February 24, 1937

Mrs. C. M. Ranslow,
Secretary of the Board,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Ranslow:

A few days ago I advised Mrs. Bethune that I was going to make an earnest and determined effort to attend the forthcoming meeting of the Board of Trustees of Bethune-Cookman College, to be held March 3, 1937.

The enclosed News Release will indicate to you that elaborate preparations are being made here at Howard University for the celebration of the Seventieth Anniversary of the founding of the Institution. As Chairman of the Public Functions Committee, and Secretary of the University, I am responsible for all details of arrangements in connection with this celebration, including newspaper reports, etc. This, then, must be my excuse and apology for failure to attend the meeting.

Please express to Mrs. Bethune and the members of the Board my genuinely sincere regrets.

I here enclose my proxy.

Yours very truly,

Emmett J. Scott

Emmett J. Scott

K

Enclosures

Advisory Board

Mrs Irvin J. Meigs
716 SOUTH RIDGEWOOD AVENUE
DAYTONA BEACH
FLORIDA

March 17 '37

Dear Mrs Dressler.—

Mr Meigs and I have been discussing your offer for the rental of the Daytona shop bungalow; to take it in the autumn for six months at $35 a month, the owners to furnish main pieces of furniture, you to supply the kitchen.

This would seem to us feasible only on condition that

you would be willing to take
the house after merely a good
housecleaning and that you
would be willing to have reno-
vation and rehabilitation of
the property made by our students
during your residence and
under your guidance as you
would have it done if it were
your own. In the spring
it should be in good condition to
offer for sale,

I will be glad to see you at
the school on Sunday afternoon
and discuss the matter.

716 SOUTH RIDGEWOOD AVENUE
DAYTONA BEACH
FLORIDA

We want very much to meet with your wishes and believe you will share our interest in improving the property and selling it to the best possible advantage of Bethune-Cookman.

We can see you here before Sunday if you prefer if you will telephone for an appointment

Sincerely yours
Louise L. Meigs

716 SOUTH RIDGEWOOD AVENUE
DAYTONA BEACH
FLORIDA

April 6 '37

Executive Committee
Bethune-Cookman College.

Mr & Mrs Ferris J. Meigs recommend that the house * Daytona Street be rented to Mrs Fressler for six months beginning Nov 1 at $35 a month,

Mrs Fressler agrees to receive the house well cleaned but without renovation or alteration. She agrees to supervise improvements made by students during her residence to bring this property into salable condition. She agrees to permit the rental of the place in her absence including such furniture and kitchen equipment as she may provide.

In token of good faith she will pay $35 to the college office as soon as this arrangement receives your approval.

We agree to provide certain

716 SOUTH RIDGEWOOD AVENUE
DAYTONA BEACH
FLORIDA

furnishings during her period of tenancy.

It is recommended that the agreement, Rightmire, be discontinued and the present tenant be notified that the house will be required not later than Oct 20, I am perfectly willing to take the house under the conditions suggested by Mrs Meigs in this letter. Shall be happy to cooperate in plans for the best interest of the school.

Antoinine D. Tressler.

Enclosed find check for $35.00 for first months rent.

Bd. of Trustees

March 22, 1937

Mr. R. B. Niven
First Atlantic National Bank
Daytona Beach, Florida

Dear Mr. Niven:

Under date of December 23, 1936, we officially approved the application of Bethune-Cookman College for a loan of $2,000.00. We have a wire from Mrs. C. M. Ranslow, Treasurer of the College, calling our attention to the maturing of the note as of the ninety day period, and stating that they are prepared to pay $500.00 on principal. I write to ask that the balance of the note be extended for ninety days.

We expect the College to care for the note from funds available to it, but in the event the school is not able to meet this obligation, the Board of Education of the Methodist Episcopal Church, through its Department of Negro Schools, will be responsible for assuring payment of the loan as extended.

With kindest personal regards, I am

Sincerely yours,

MJH.D

Copy to Mrs. C. M. Ranslow, Treasurer
Bethune-Cookman College

Trustee.

March 30, 1937.

Rev. C. W. Sullivan,
603 South Palmetto Avenue,
Daytona Beach, Florida.

My dear Rev. Sullivan:

At the annual meeting of the Board of Trustees of Bethune-Cookman College, held on March 2nd, 1937, you were unanimously elected to membership on this Board, for a period of one year.

You have given us the advantage of your interest and influence during the time you have been in Daytona Beach and we sincerely hope that you will become closer to us through this official connection. Your vision, interest and wide experience in human uplift will mean so much to our Institution.

Please let us know if you will accept this place on our Trustee Board.

Sincerely yours,

Mrs. C. M. Ranslow,
Secretary of the Board.

Mrs. Mary McLeod Bethune,
President of the College.

Advisory Board List & file

ANNE L. BRUSH - P. O. GAYLORDSVILLE - SHERMAN - CONNECTICUT

Dear Mrs Bethune. Sunday Ev.
Sept-26-1937.

It was very pleasant to know that you still keep me in your thought and affectionate interest enough to take some of your own busy moments to write - me not long ago. I wonder where you are at this hour as I sit before my fire on the hearth listening to Richard Crooks and his thousand dollar each songs. But what a gloriously perfect voice he has! Do you know Clyde Barrie

the Negro Baritone who has such
a wonderful voice? I am sorry
to miss his programs. the type of
songs and his renditions both
speak him a real artist.
It's nice to feel that you know
Sherman. Paul and Denny were
with me last Sunday night
for supper. They are expecting a
little one in January and are
very happy over its coming.
Next Sunday we hold our Harvest
Service with offerings of food vegetables
and clothing. Then things of
decorations. Sumac autumn leaves
pumpkins, apples etc. Corn stalks.

Brewster

October 27, 1937.

Mrs. Estelle Sternberger,
103 Park Avenue,
New York, New York.

My dear Mrs. Sternberger:

I shall be in New York very soon after November fifth, and would like very much to arrange a meeting with you there.

The load of our Institution is very heavy now and time is passing very rapidly now. I feel that we must do something very definite in the matter of our endowment. I hope that you will give me an opportunity to come in and see you and talk with you. We must get in touch with Mrs. Roosevelt and see what she will do now in helping us carry this program on. When I come to see you I shall bring with me a statement of the endowment money that we have in hand, to be placed in the hands of the treasurer when he is decided upon.

I am trying to get in touch with Mr. Walcott, and I hope you will do so also. I think it is very important that we have a little meeting this Fall.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-blm

Adv. Bd.

December 31, 1937.

Mrs. Elizabeth Taylor,
Windsor Hotel,
~~Daytona Beach~~ Jacksonville, Florida.

My dear, dear Friend,

This is the closing day of the year. Some of us are here and some of us there. God has been so marvellously good to us all and He has such wonderful reasons for all of the experiences through which we have passed during the year.

We have had the joy of your activities, your love and interest and cooperation, and hundreds of young lives have been touched and inspired by them. Yours is a great spirit of unselfishness and I want to reassure you that God has His own way of honoring those of us who are willing and courageous enough to help Him in His work. He causes us to pass through experiences that we cannot quite understand. We must always know, however, that He never fails.

Enjoy the sunshine, your drives, rest and smile and know that all is well. The students and teachers of Bethune-Cookman College will be with you in thought and in prayer during your stay away.

May this New Year so soon to dawn bring you the blessings of happiness and well-being that you so richly merit.

Always sincerely yours,

Mary McLeod Bethune.

mmb-blm

Trustee & Advisory Board 1938 – 1948 &
Undated

HOWARD UNIVERSITY
WASHINGTON, D. C.

FOUNDED BY GENERAL O. O. HOWARD

1867

OFFICE OF
EMMETT J. SCOTT
SECRETARY

Trustee

January 3, 1938.

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Bethune:

We came straight through Miami to Atlanta on the return trip and came past Daytona Beach at night as Dr. Bowden was anxious to get home as soon as possible. This, to me, was a matter of sincere regret as I wanted to tell you personally how much I appreciated the splendid courtesy you extended our party while we were en route to Miami.

It was a great pleasure to visit the school again and to note the fine property, the magnificent way it is being kept and the teaching personnel which is supporting you.

The private matter I mentioned I shall get on just as soon as I can clear up some of the accumulation I find here in the office on my return.

We had a wonderfully fine visit. Mrs. Scott, Dr. and Mrs. Bowden, and I greatly appreciate all that you and your teaching staff did to make our visit so pleasant.

Very truly yours,

Emmett J. Scott

Emmett J. Scott

w

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

Inter - Office Communication

January 10 - - 1938

To - Mr. Simpson
From

Since Mr. Pratt has been a member of our Trustee Board for so many years, and was unofficially associated with Mrs. Bethune when she founded the school, I think it would be well to have the College represented at the funeral by you or Mr. Coleman or someone.

blm

Good idea'
Will be carried out
A. Simpson

BEST AVAILABLE COPY

1867

HOWARD UNIVERSITY
WASHINGTON, D. C.

FOUNDED BY GENERAL O. O. HOWARD

OFFICE OF
EMMETT J. SCOTT
SECRETARY

Trustee folder

February 8, 1938.

Mrs. C. M. Ranslow,
Secretary, Board of Trustees,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear Mrs. Ranslow:

It is to me a matter of sincere regret that I cannot be present at the Annual Meeting of the Board of Trustees of Bethune-Cookman College, to be held on Wednesday morning, March 2, 1938, at ten o'clock.

I had the privilege of spending an afternoon and night at the college the latter part of December. I was thrilled with the marvelous progress which has been made since my last visit. It is borne in upon me, however, that in the North and in the South, an earnest effort must be put forth to place the school upon an enduring endowment basis.

The troubled conditions of the present are such that I fear that for some time to come the Trustees will find themselves face to face with great difficulty in raising even the modest sums needed for current expenses.

Howard University celebrates Charter Day always on March 2nd. I am responsible for all arrangements in connection with this celebration which is one of the outstanding events of each school year, and that is why I cannot get away for the Trustee meeting.

I am in more or less frequent conversation with Mrs. Bethune and so am seeking to help a bit even if I cannot be present at the meeting of the Board.

I here enclose my proxy.

Yours very truly,

Emmett J. Scott

Emmett J. Scott

W

Enclosure.

Personal

April 20, 1938.

Mr. C. H. Tobias,
347 Madison Avenue,
New York, New York.

Dear Mr. Tobias,

Your form letter of April 12, addressed to President Bethune, has been received in her absence from the College. As you perhaps know, she is on an extended tour of the West at this time and will not return to the Washington office until May 20th. She will not come to Daytona Beach until May 24th. I am sending your letter and the enclosures to her office in Washington, in order that it may have her attention as soon as she reaches there.

With best wishes,

Sincerely yours,

Secretary.

Trustee

WILLIAM E. SWEET
U. S. NATIONAL BANK BUILDING
DENVER

May 3, 1938

Mrs. Beula L. Mitchell
Office Director
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

I have your letter of April 27th.

I was first introduced to Bethune-Cookman College by my old friend, Herbert M. Fillebrown. Can you tell me whether he is still at Daytona Beach, and if so what is address is? If he has left there where can I reach him by correspondence?

Awaiting your advices, I am

Very truly yours,

Wm E Sweet

WES:S

May 7, 1938

Congressman William E. Sweet,
United States National Bank Building,

Denver, Colorado.

Dear Congressman Sweet,

Mr. and Mrs. Fillebrown spent the winter in Daytona Beach, and just returned to Massachusetts last week.

You may reach Mr. Fillebrown now by addressing him

River Glimpse,
Bass River, Mass.

Please know that I am so happy to be of any service to you.

Very truly yours,

Bertha L. Mitchell.

Advisory Board
~~[illegible] Com.~~

May 26, 1938

Mrs. Elizabeth F. Taylor,
14 South Hollywood Avenue,
Daytona Beach, Florida.

My dear Mrs. Taylor,

I have missed seeing you during these days, but I am so happy to learn that you are feeling fine again.

I am sending this note just to express my deep gratitude to you, as chairman of our Boys' Dormitory Committee, for the fine service you have rendered us and for the influence you have used in behalf of this department. You have given such generous interest and confidence to our Cause. I went through Cookman Hall on Saturday and as I noted the cleanliness and the beauty there I could scarcely keep the tears of appreciation from my eyes. The sturdy furniture, the book-case, the pictures and the general toning-up in their living room will go far in the development of our boys. I just want to thank you and dear Mrs. Carter for the condition I found in that building. You have been a wonderful friend to us and I want you to know that our appreciation is beyond expression in words.

Take good care of yourself; dont rush to rapidly. Remember me to your dear mother. Tell her how much I appreciate her interest and the influence she has used for Bethune-Cookman. God bless you, and may your opportunities for Christian service be multiplied.

Sincerely yours,

Mary McLeod Bethune.

mmb-blm

Trustee folder

May 26, 1938

Mr. W. S. Snead,
220 Ocean Boulevard,
Daytona Beach, Florida.

My dear Mr. Snead,

I am writing you, as chairman of the Executive Committee of our Trustee Board, to express my gratitude for the fine way in which your committee has cooperated in carrying forward the program of Bethune-Cookman this year.

We missed you at the commencement season, and I thought that possibly you were not well. We had a grand Commencement. Dr. Patterson gave a fine address and on Sunday, Dr. Tu[illegible] delivered a wonderful sermon to the class. Sixty-eight fine young people received the seal of approval of Bethune-Cookman College and were sent out into the world for service or additional training. Our Executive Committee has made a definite and valuable contribution to the preparation of these young people. I want the entire Board to be assured of my gratitude for their confidence in the program of service that we are trying to foster. I pray that your interest may grow as we go forward.

We are facing some problems here but we are facing them squarely - all of us together - and I am sure we will be able to work them out. Always know that wherever I am, the very best I can give is being given.

With deep gratitude,

Sincerely yours,

Mary McLeod Bethune.

mmb-m

THE BOARD OF TRUSTEES

of - BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

List from Annual
Meeting of 1938

LIFE MEMBER

1 - Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

or

1812 9th Street, N. W.
Washington, D. C.

TERM EXPIRING 1941

2 - Dr. T. A. Adams
323 Pine Street
Daytona Beach, Florida

3 - Dr. Will W. Alexander
703 Standard Building
Atlanta, Georgia

4 - Rev. H. W. Bartley
1106 West Eighth Street
Jacksonville, Florida

5 - Mrs. Dan B. Brummitt
1010 W. 70th Terrace
Kansas City, Missouri

6 - Col. G. Edward Dickerson
628 South 16th Street
Philadelphia, Pennsylvania

7 - Dr. George E. Farrar
109 South Wild Olive Avenue
Daytona Beach, Florida

8 - Mr. J. Finley Wilson
1817 Vernon Street
Washington, D. C.

9 - Dr. G. W. Pollack
815 N. Grandview Avenue
Daytona Beach, Florida

10 - Mr. L. L. Pratt
525 West Beaver Street
Jacksonville, Florida

11 - Mr. C. W. Sullivan
603 S. Palmetto Avenue
Daytona Beach, Florida

TERM EXPIRING 1940

12 - Attorney William M. Cobb
248 South Beach Street
Daytona Beach, Florida

13 - Dr. E. A. Graham
608½ Second Avenue
Daytona Beach, Florida

14 - Dr. Charles S. Johnson
Fisk University
Nashville, Tennessee

15 - Rev. S. P. Pratt
712 West Church Street
Jacksonville, Florida

16 - Mr. E. R. Rodriguez
C/o Edward Waters College
Jacksonville, Florida

17 - Mrs. C. M. Ranslow
Holly Hill, Florida
P. O. Box 135

18 - Mrs. Veva W. Rees
Holly Hill, Florida

or

R D 1
Carbondale, Pennsylvania

19 - Miss Margaret Rhodes
426 South Beach Street
Daytona Beach, Florida

or

C/o 5th Avenue Bank
New York, New York

THE BOARD OF TRUSTEES

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Daytona Beach, Florida

20 - Mr. G. D. Rogers
1416 North Boulevard
Tampa, Florida

21 - Col. Theodore Roosevelt
Oyster Bay, New York

22 - Dr. D. H. Rutter
421 N. W. 12th Avenue
Miami, Florida

23 - Mrs. J. Sutherland Stuart
123 University Boulevard
Daytona Beach, Florida

24 - Dr. Emmett J. Scott
Howard University
Washington, D. C.

25 - Mr. W. S. Snead
220 Ocean Boulevard
Daytona Beach, Florida

26 - Mr. Albert Steiger
648 South Ridgewood
Daytona Beach, Florida

27 - Mrs. Estelle M. Sternberger
103 Park Avenue
New York, New York

28 - Mr. Robert L. Vann
C/o Pittsburg Courier
2628 Centre Avenue
Pittsburgh, Pennsylvania

29 - Honorable F. C. Walcott
Department of Welfare
Hartford, Connecticut

TERM EXPIRING - 1939

30 - Miss Mabel Carney
Teacher College
Columbia University
New York, New York

31 - Bishop Charles W. Flint,
Chairman
313 Sarto Avenue
Coral Gables, Florida

or

Methodist Episcopal Church
Atlanta Area
630 Piedmont Avenue, N. E.
Atlanta, Georgia

32 - Dr. M. J. Holmes
The Board of Education of
The M. E. Church
740 Rush Street
Chicago, Illinois

33 - Dr. W. A. C. Hughes
1701 Arch Street
Philadelphia, Pennsylvania

34 - Rev. Perry B. James
First M. E. Church
Parkersburg, West Virginia

35 - Mr. Joe H. James
704 Broad Street
Jacksonville, Florida

36 - Mr. A. R. Jones
Bradenton, Florida

37 - Mr. Rupert J. Longstreet
610 Braddock Street
Daytona Beach, Florida

38 - Mr. A. L. Lewis
Chairman of the Board
Afro-American Life Ins. Co.
105 East Union Street
Jacksonville, Florida

39 - Dr. R. R. Moton
Capahosic, Virginia

40 - Mr. Kelsey L. Pharr
1025 Second Avenue
Miami, Florida

3 - THE BOARD OF TRUSTEES

of ------------------------ Bethune-Cookman College
Daytona Beach,Florida

41 - Attorney D. W. Perkins
410 Broad Street
Jacksonville, Florida

42 - Dr. J. H. Terrell
410 North Rosemary Avenue
West Palm Beach, Florida

43 - Congressman William E. Sweet
607 U. S. National Bank Bld.
Denver, Colorado

44 - Mrs. B. Frank Smith
1238 Fourth Street
St. Petersburg, Florida

45 - Mr. Lawrence Thompson
Silver Beach Avenue
Daytona Beach, Florida

46 - Dr. L. H. King
St. Marks M. E. Church
Edgecombe Avenue At 137th Street
New York City

4 - THE BOARD OF TRUSTEES

of ------------------------------ Bethune-Cookman College
Daytona Beach, Florida

OFFICERS

Mrs. C. M. Ranslow, Secretary - Treasurer Local Endowment

Bishop Charles W. Flint - Chairman

Mr. W. S. Snead - Vice-Chairman

FINANCE COMMITTEE

Attorney William Cobb

Mr. A. L. Lewis

Mrs. Veva W. Rees

Mr. G. D. Rogers

Dr. G. W. Pollack

5 - THE BOARD OF TRUSTEES

of ----------------------- Bethune-Cookman College
Daytona Beach,Florida

EXECUTIVE COMMITTEE

Dr. T. A. Adams
Rev. H. W. Bartley
Attorney William Cobb - Ex-Officio
Dr. George E. Farrar
Bishop Charles W. Flint - Ex-Officio
Dr. E. A. Graham
Mr. Rupert Longstreet
Dr. G. W. Pollack
Mrs. C. M. Ranslow - Ex-Officio
Miss Margaret Rhodes
Mrs. Veva W. Rees
Mr. W. S. Snead, Chairman

ADVISORY BOARD LIST (1938)

of - BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

RESIDENT MEMBERS

Mrs. T. A. Adams
323 Pine Street
Daytona Beach, Florida

Mrs. C. A. W. Allen
Hotel Geneva
Daytona Beach, Florida

SUMMER -

Hotel Robert Fulton
22 East 71st Street
New York, New York

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Bethune-Cookman College
Daytona Beach, Florida

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1812 9th Street, N. W.
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412 South Street
Daytona Beach, Florida

Miss Anna Brush
Gaylordsville, Connecticut

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432 South Beach Street
Daytona Beach, Florida

Mrs. Kelley Cole

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815 N. Oleander Avenue
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Princess Issena Hotel
Daytona Beach, Florida

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618 N. Peninsula Drive
Daytona Beach, Florida

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412 South Ridgewood Avenue
Daytona Beach, Florida

SUMMER -

21 Hoosick Street
Hoosick Falls, New York

Mrs. C. M. Ranslow
Postoffice Box 235
Holly Hill, Florida

Miss Margaret Rhodes
426 South Beach Street
Daytona Beach, Florida

SUMMER -

C/o Fifth Avenue Bank
530 Fifth Avenue
New York, New York

Mrs. Veva W. Rees
Holly Hill, Florida

SUMMER -

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Carbondale, Pennsylvania

Mrs. J. T. Stocking
Postoffice Box 1614
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Mrs. J. Sutherland Stuart
123 University Boulevard
Daytona Beach, Florida

Mrs. Anna Simpson
Holly Hill, Florida

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Ormond Beach, Florida

Mrs. F. M. Turrentine
205 N. Wild Olive Avenue
Daytona Beach, Florida

Mrs. A. W. Tressler
240 Daytona Street
Hilly Hill, Florida

WINTER -

NON-RESIDENT MEMBERS

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Mrs. Inez A. Boyer
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Miss Beatrice B. Beecher
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Palmer Memorial Institute
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1124 Northwest 4th Court
Miami, Florida

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Teachers College
Columbia University
New York, New York

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Marshfield Hills, Massachusetts

WINTER -

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Daytona Beach, Florida

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601½ Third Street
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SUMMER

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628 South 16th Street
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289 Decatur Street
Brooklyn, New York

WINTER-
C/o Miss Elizabeth Wellington
728 South Ridgewood Avenue
Daytona Beach, Florida

Mrs. Grace C. Damon
102 South Peninsula Drive
Daytona Beach, Florida

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627 Third Street
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219 Northeast 14th Street
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Miss Marcia Henry
426 South Beach,Street
Daytona Beach, Florida

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Los Angles, California

Mrs. John Hope
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Miss Jane Hunter
Phillis Wheatley Association
4450 Cedar Avenue
Cleveland, Ohio

Mrs. H. A. Hunt
Fort Valley Normal
and Industrial School
Fort Valley, Georgia

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Postoffice Box 180
Sanford, Florida

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170 E. 64th Street
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Jacksonville, Florida

Mrs. E. W. Lawson
822 Lemon Street
Palatka, Florida

Miss Lelia L. Morse
7 East 63rd Street
New York, New York

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801 Fourth Street
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26 Dwight Road
Springfield, Massachusetts

WINTER -

421 S. Palmetto Avenue
Daytona Beach, Florida

Mrs. M. C. B. Mason
4406 Indiana Avenue
Chicago, Illinois

WINTER -

616 Second Avenue
Daytona Beach, Florida

Mrs. C. S. Merrill
1124 E. Street
Reedley, California

Mrs. Flora Massingale
Orlando, Florida

Mrs. Annie M. Malone
4415 South Parkway
Chicago, Illinois

Miss Mary McDowell
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Chicago, Illinois

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30 East 70th Street
New York, New York

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Fort Myers, Florida

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239 West 131st Street
New York, New York

Mrs. Estelle Sternberger
103 Park Avenue
New York, New York

Mrs. Jesse Merrick Smith
Gramercy Park Hotel
Gramercy Park, W.
New York, New York

Miss Maude Thayer
Sky Farm
Chargin Falls, Ohio

Mrs. Julia Coleman Robinson
118 West 130th Street
New York, New York

Mrs. Maude B. Coleman
641 Boas Street
Harrisburg, Pennsylvania

Miss Lucie Campbell
711 Saxon Avenue
Memphis, Tennessee

#5 ADVISORY BOARD LIST

of ------------------------Bethune-Cookman College
Daytona Beach, Florida

Lady Margaret Armstrong
40 East 54th Street
New York, New York

Mrs. Harold G. Marr?

Mrs. Estelle Massey Riddle
Euclid Street
Toledo, Ohio

(List from
(Annual Meeting
(of 1938

THE BOARD OF TRUSTEES

of - BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

LIFE MEMBER

1 - Mary McLeod Bethune
Bethune-Cookman College
Daytona Beach, Florida

or
1812 9th Street, N. W.
Washington, D. C.

TERM EXPIRING 1941

2 - Dr. T. A. Adams
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Daytona Beach, Florida

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Kansas City, Missouri

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Philadelphia, Pennsylvania

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Daytona Beach, Florida

8 - Mr. J. Finley Wilson
1817 Vernon Street
Washington, D. C.

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815 N. Grandview Avenue
Daytona Beach, Florida

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Jacksonville, Florida

11 - Mr. C. W. Sullivan
603 S. Palmetto Avenue
Daytona Beach, Florida

TERM EXPIRING 1940

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Daytona Beach, Florida

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608½ Second Avenue
Daytona Beach, Florida

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Fisk University
Nashville, Tennessee

15 - Rev. S. P. Pratt
712 West Church Street
Jacksonville, Florida

16 - Mr. E. R. Rodriguez
C/O Edward Waters College
Jacksonville, Florida

17 - Mrs. C. M. Ranslow
P. O. Box 133
Holly Hill, Florida

18 - Mrs. Veva W. Rees
Holly Hill, Florida
or
R D 1
Carbondale, Pennsylvania

19 - Miss Margaret Rhodes
426 South Beach Street
Daytona Beach, Florida

20 - G. D. Rogers, Mr.
1416 North Boulevard
Tampa, Florida

THE BOARD OF TRUSTEES

of ---------------------------- Bethune-Cookman College
Daytona Beach, Florida

21 - Col. Theodore Roosevelt
Oyster Bay, New York

22 - Dr. D. H. Rutter
421 N. W. 12th Avenue
Miami, Florida

23 - Mrs. J. Sutherland Stuart
123 University Boulevard
Daytona Beach, Florida

24 - Dr. Emmett J. Scott
Howard University
Washington, D. C.

25 - Mr. W. S. Snead
220 Ocean Boulevard
Daytona Beach, Florida

26 - Mr. Albert Steiger
648 South Ridgewood
Daytona Beach, Florida

27 - Mrs. Estelle M. Sternberger
105 Park Avenue
New York, New York

28 - Mr. Robert L. Vann
C/o Pittsburg Courier
2628 Centre Avenue
Pittsburgh, Pennsylvania

29 - Honorable F. C. Walcott
Department of Welfare
Hartford, Connecticut

TERM EXPIRING - 1939

30 - Miss Mabel Carney
Teacher College
Columbia University
New York, New York

31 - Bishop Charles W. Flint, Chairman
313 Sarto Avenue
Coral Gables, Florida

or
Methodist Episcopal Church
Atlanta Area
630 Piedmont Avenue, N. E.
Atlanta, Georgia

32 - Dr. M. J. Holmes
The Board of Education
Of The M. E. Church
740 Rush Street
Chicago, Illinois

33 - Dr. W. A. C. Hughes
1701 Arch Street
Philadelphia, Pennsylvania

34 - Rev. Perry B. James
First M. E. Church
Parkersburg, West Virginia

35 - Mr. Joe H. James
704 Broad Street
Jacksonville, Florida

36 - Mr. A. R. Jones
Bradenton, Florida

37 - Mr. Rupert J. Longstreet
610 Braddock Street
Daytona Beach, Florida

38 - Mr. A. L. Lewis
Chairman of the Board
Afro-American Life Ins. Co.
105 East Union Street
Jacksonville, Florida

39 - Dr. R. R. Moton
Capahosie, Virginia

40 - Mr. Kelsey L. Pharr
1025 Second Avenue
Miami, Florida

41 - Attorney D. W. Perkins
410 Broad Street
Jacksonville, Florida

42 - Dr. J. H. Terrell
410 North Rosemary Avenue
West Palm Beach, Florida

43 - Congressman William E. Sweet
607 U. S. National Bank Bld.
Denver, Colorado

5 - THE BOARD OF TRUSTEES

of ----------------------Bethune-Cookman College
Daytona Beach, Florida

44 - Mrs. B. Frank Smith
1238 Fourth Street
St. Petersburg, Florida

45 - Mr. Lawrence Thompson
Silver Beach Avenue
Daytona Beach, Florida

46 - Dr. L. H. King
St. Marks M. E. Church
Edgecombe Avenue At 137th Street
New York City

4 - THE BOARD OF TRUSTEES

of -------------------- Bethune-Cookman College
Daytona Beach, Florida

OFFICERS

Mrs. C. M. Ranslow, Secretary - Treasurer Local Endowment

Bishop Charles W. Flint - Chairman

Mr. W. S. Snead - Vice-Chairman

FINANCE COMMITTEE

Attorney William Gobb

Mr. A. L. Lewis

Mrs. Veva W. Rees

Mr. G. D. Rogers

Dr. G. W. Pollack

5 - THE BOARD OF TRUSTEES

of ------------------------ Bethune-Cookman College
Daytona Beach, Florida

EXECUTIVE COMMITTEE

Dr. T. A. Adams
Rev. H. W. Bartley
Attorney William Cobb - Ex-Officio
Dr. George E. Farrar
Bishop Charles W. Flint - Ex-Officio
Dr. E. A. Graham
Mr. Rupert Longstreet
Dr. G. W. Pollack
Mrs. C. M. Ranslow - Ex-Officio
Miss Margaret Rhodes
Mrs. Veva W. Rees
Mr. W. S. Snead, Chairman

January 31, 1939.

WEST PALM BEACH information.

Trustees:

Dr. J. H. Terrell
410 North Rosemary Avenue

Advisory Board:

Mrs. Amy Collie
601½ North Third Street

Mrs. Mayme Frederick
627 Third Street

Mrs. Alice G. Mickens
801 Fourth Street

(Is President of Florida State Federation of Colored Women's Clubs)

Friends:

Mr. U. A. Ridley - Prominent Electrician
Can be located on Rosemary - Inquire number of Dr. Terrell

Dr. Warren Collie - Prominent Dentist - (Son of Mrs. Amy Collie)
Located on North Rosemary

Miss Thelma Speed - Office girl with Dr. Terrell - Alumnus of Bethune-Cookman

Dr. Jefferson - 603 Third Street

Gen'

March 10, 1939

Mr. A. F. Adderly
Nassau, Bahamas

My dear Mr. Adderly:

In talking with Mrs. Bethune following the annual meeting of the Board of Trustees of Bethune-Cookman College, we were greatly impressed with her statements regarding the urgent need for endowment for the college. We felt that the time had come for us to give full support to her in securing permanent funds for the school.

Our plans in this connection have taken the form of a Testimonial Banquet in Mrs. Bethune's honor, on March 17th, at 8 o'clock. You have received a letter, inviting you, Mrs. Adderly and four friends to be present on this occasion. We are sending out letters to hundreds of friends.

While paying homage to this great and unselfish character, we are giving place on the program to the presentation of the endowment need of the college. It would be so encouraging to Mrs. Bethune to know, at this time, that we have done something along this line. We want to read a list of ten Negroes who have contributed one hundred dollars each to the endowment fund, and present a check for one thousand dollars, the total of their gifts. What a springboard this will be for further effort!

I am asking you to be one of these ten Negroes. I need not write you of Mrs. Bethune's contribution to the race, for you know of it. You know also, how worthy is the Institution created and maintained by her vision.

I am hoping that I may hear from you favorably.

Sincerely yours,

Kelsey L. Pharr, Chairman.

Personal

March 20, 1939

Mrs. Estelle M. Sternberger
103 Park Avenue
New York City

My dear Mrs. Sternberger:

We must save Bethune-Cookman College - we must raise the first unit of $135,000 endowment. We need this amount in order that our school may become an A-rated Junior College. When this is raised, we can take the next step for the balance. Have you any suggestions in regard to this?

The Negroes of this vicinity had a Testimonial Banquet in my honor on Friday night, March 17, and launched a Campaign here. They raised $2000 in cash and pledges that night. We must keep the ball rolling.

How is Mr. Berend getting along? What should be our first step toward raising this $135,000? Mrs. Sternberger, we must raise this amount this year. We are having some pictures of the campus made this week. Have you any person in mind who is not on our Endowment Committee and who could help us get this first unit? I am desirous and eager that we give this matter our serious and earnest thought. Things must go forward. Write me here at the college. I shall be here for a few days, and then return to Washington.

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

[redacted]

BEST AVAILABLE COPY

per

July 10, 1939

Mrs. A. W. Tresler
Jackson Port Wisconsin

My dear Alleween:

Your letter of July 5th was placed on my desk today, July 10, my birthday. I am so happy to hear from you. I have been thinking about you and made up my mind that I would send you a good, long letter before returning to Washington. I have been here now about ten days closing out our fiscal year and arranging our budget and staff for the coming year.

We are in the midst of our Summer School, the largest we have ever had, 340 students, and the campus is very much alive. Then we are expecting on the 23rd one hundred W.P.A. Adult workers and also the State Tennis Tournament. It will make it most interesting. We are glad that the Summer School is closing on the 22nd so that we may have room for the next group. Every single space we had has been taken.

We are surrounding my birthday with a very important drive to raise funds for our endowment and deficit. We have gotten in a little more than $5,000. That is little in comparison with our needs, but we think it is tremendous in times like these. We are determined to fight hard and stick to it, and even though it comes in small bits our needs will be supplied. I wish very much that you could be here for the day. I am going to wear my pretty dress--a long, black chiffon with an under lace bodice and pearls.

Mrs. Ranslow has just left the office. She has gone over to spend some time with Julia Davis at my house. Poor Julia has just lost her only son. It was so hard for her. We brought his body from the hospital in Orlando here . Albert and Miss Brown accompanied Julia to Apalachicola where he was laid away. It will take her some time to regain her strength. It was so hard for her to give him up, but of course we must submit to God's will.

I have been going here and there all over the country. There is so much to be done and so much good is being accomplished.

If I had ten thousand lived, I would give everyone of them to the cause of humanity.

I had a visit to the World's Fair in New York. It is very interesting. I am very glad your children came to see you. My little grandson, Albert, is in Lake Placid, N. Y. for the Summer. He has a job in a hotel there and he is greatly beloved by the people whom he serves. I am hoping to send him to West Virginia State College, Charleston, W. Virginia. He graduated from high school this year winning the highest honors in the high school, the highest in Science, won second place for the largest number of books read in the library and interpretation of poetry. He is developing into a fine boy. Big Albert and Margaret are well and getting on well.

Our housing project is on its way and is giving much opportunity for work to many people who would otherwise be idle.

I look forward to seeing you next Winter. Please give my love to Alice and keep a large share for yourself. I am so sorry to hear of the illness of Miss Stone.

Lovingly yours,

Mary McLeod Bethune

MMB:d

Adv, Board

July 21, 1939.

Mrs. Elizabeth F. Taylor,
Middlebury, Vermont.

My dear Mrs. Taylor:

Thank you very much for your recent full letter. We are all so happy to know that you are spending such a nice summer in New England.

It was so kind of you to talk about Bethune-Cookman College to Mrs. Goldthwaite of Granby, Massachusetts. I have sent her a letter over Mrs. Bethune's signature, and some literature and postcards. I hope that she may become interested in the work. I sent her, in the literature, a Circular of Information, which contains a very excellent cut of Mrs. Bethune. I am sending you a copy of this new Circular and also a copy of the Endowment leaflet we are using to secure smaller gifts.

You will be interested, I am sure, to know of the progress of the Endowment campaign. To date, (since the inauguration of the campaign in March) we have secured almost fifty-five hundred dollars in cash gifts. At Mrs. Bethune's birthday party on July 10th we received thirteen hundred dollars of this amount. While we have secured only one large gift, we are much encouraged. Our efforts have been in this one direction, although we have been more than busy with the large summer session. This session will close tomorrow and we will then get busy with the checking of the buildings, the cleaning and the repairs. We will all have some days for vacation before the opening of the regular session.

It is so fine to have Miss Brown in charge of the dormitories. We feel that she will do a fine job. Certainly, she has been very valuable during the summer school. Mrs. Ranslow, too, has kept her eyes closely on Cookman Hall, particularly.

I hope that your Mother, too, is enjoying the summer. May we thank you both for your unfailing interest in Bethune-Cookman and your constant service in our behalf.

Sincerely yours,

encs.

HOTEL NORTHAMPTON

An Inn of Colonial Charm
at Northampton, Massachusetts

July 14/1939

Dear Mrs. Mitchell—

I'm on a little trip by my self down this part of the country where I used to live.

The other day was calling on an old friend in Granby Mass. and of course brought our school into the conversation, the needs, etc. She and another friend who was also calling, became very interested. This is only a very small town but as you know

many times we find help when we little expect it. I'm writing asking you to mail every thing you have that will interest these people. The post cards of the buildings will help I know and I hope you have a picture or something of Mrs. Bethune that is good of her. They have seen some of the dreadful cuts in print of her and you know what some of those look like.

Mrs. Hanslow has kept me posted in regard to boys

HOTEL NORTHAMPTON

An Inn of Colonial Charm
at Northampton, Massachusetts

building, summer school and the good fortune of Miss Brown being with us next year. Shall enjoy her I know, glad she has closed the game room in boys dorm- Felt there would be need of this before summer was over.

The address of my friend is
Mrs. Charles Goldthwaite, Granby
Mass.

Remember me to any in office when this reaches you.

Best wishes.

Elizabeth F. Taylor.

P.S. I almost forgot to tell you something. When I arrived here

HOTEL NORTHAMPTON

An Inn of Colonial Charm
at Northampton, Massachusetts

a fine looking colored boy came out for my baggage and when he saw the Jacksonville bridge tag on my car became quite excited. His home is there in Jacksonville and has been up here less than a year. I've never had better service from boys in my life. Every time I return to my room find ice water and they are always coming up to see if I have letters for mail, etc. Guess Campbell is happy to have some one from home.

Elizabeth Taylor.

NEW HAMPSHIRE FIRE INSURANCE CO.
MANCHESTER, N.H.

BINGHAM & THOMPSON, AGENTS
228½ SOUTH BEACH STREET
BOX 427 MAIN STATION
DAYTONA BEACH, FLORIDA

January 20,1940.

Dear Mrs.Bethune:

It meets with my full approval to bring the annual meeting of the Board forward to Feb'y 19, 1940 in lieu of the first Wednesday in March.

Very sincerely yours,

Laurence H. Thompson

Laurence H. Thompson

To Mrs. Mary McLeod Bethune, President,
Bethune-Cookman College,
Daytona Beach, Fla.

NOTARY PUBLIC
PHONE: HEnderson 7537

LAW OFFICES OF
Thomas W. Fleming
ATTORNEY-AT-LAW
2342 EAST 40TH STREET

CLEVELAND, OHIO

February 9, 1940

The Trustees & Advisory Boards,
Bethune Cookman College,
Daytona Beach, Florida.

Mesdames:

I received your invitation to attend the Anniversary of the establishment of the college, and would love to attend the educational conferences as well as the dramatic pageant and the many other outstanding features of the program particularly the guest speaker, Mrs. Eleanore Roosevelt.

However, my dates would conflict with the dates of your conference, and I regret that I am unable to be present.

Find enclosed a small contribution.

With kindest wishes for the success of your conference, I remain

Cordially,

Lethia C. Fleming.

LCF:ag

Encl.

Mrs. E. V. Sparks
820 N. Montgomery
Memphis, Tenn.
Feb 14, 1940.

The Trustee and Advisory Boards
of
Bethune Cookman College.

Dear Ones:-

I received invitation to the Celebration of your Thirty-Fifth Anniversary of the above institution. Would appreciate attending same if it were possible.

I am enclosing check for five dollars ($5.00) as a donation for its maintenance.

Respectfully,
E. V. Sparks.
Editor + Manager of
Whole Truth

COPY

April 29, 1940

Mr. L. Hollingsworth Wood,
103 Park Avenue,
New York City.

Dear Mr. Wood:-

I have just received and read the minutes of the meeting of the Executive Board of April 12. This contains the first definite information I have had regarding the resignation of Mr. T. Arnold Hill. Both Mr. Lewis, our Baltimore Secretary, and Mrs. Bethune had spoken to me about this expressing their sorrow and their hope that the matter might be adjusted.

My own contacts with Mr. Hill have been so extremely satisfactory that I am impelled to write to you personally to say how very much I hope the matter may be straightened out, whatever may be at the bottom of it.

With kindest regards, I remain

Very sincerely yours,

/s/ Joseph N. Ulman

v

P

COPY

L. HOLLINGSWORTH WOOD
103 Park Ave
New York

April 30, 1940

My dear Judge:-

Yours of April 29th read with interest. It is not a short story. Personal ambition, E. K's illness, my own sense of fair play -- Failure to raise more than our budget -- a lot of personalities all enter in.

I wish I could talk it all over with you.

Sincerely

/s/ L. Hollingsworth Wood

Trustee
File

July 19, 1940.

Dr. John Henry Terrell,
410 North Rosemary,

West Palm Beach, Florida.

My dear John Henry,

It has come to me that you have been very ill. I wrote you direct from Johns Hopkins Hospital when I was there, but have had no word from you. I am concerned about you and would like to know if you are better.

I am at home for two months, trying to regain my strength through complete rest and quiet.

Please let me hear from you.

Sincerely yours,

Mary McLeod Bethune.

mmb-l

Donors

October 22, 1940

Dr. T. A. Adams
560 Second Avenue
Daytona Beach, Florida

My dear Dr. Adams:

May we express our sincere gratitude to you for your contribution of $5.00 to Bethune-Cookman College, through Mr. Saxon, Contact and Promotional Secretary for the College. We enclose official receipt for same.

Your contribution of five dollars toward the fencing and lighting of our Athletic Park is greatly appreciated. Please know, Dr. Adams, that we are grateful for this manifestation of your continued interest and confidence in the type of service we are rendering.

We solicit your continued interest and cooperation. Please use your influence in our behalf whenever possible.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt
1 enclosure

Adm Bd

January 16, 1941.

Mrs. John T. Stocking,
Daytona Beach, Florida.

My dear Mrs. Stocking:

I talked with Mrs. Karl and she stated that it would be entirely agreeable with her for Mr. Francis to teach a Defense Cooking Class at night. She went a little farther by saying that she would try to get the night class approved as vocational extension and if this can be done, the State Vocational Board can pay Mr. Francis a small salary. If it is under Defense and Red Cross, he would have to work on a volunteer basis, and without compensation. Mrs. Karl also stated that the Red Cross usually furnishes supplies for this type of work. And, as I mentioned to you, the facilities of the College Foods Department will be open for the use of such a class.

The sewing machines belonging to NYA have not been moved from Mr. McGill's house, as you know. Mrs. Dyett tells me that she approached Mr. Joe Payne about using this equipment, or some of it. She went down this morning to see if he could arrange to have the sewing machines placed in a room in Cookman Hall. Even if you find a suitable place for your Sewing Class, it will be easier for you to move the machines from our campus than to go through the red tape of having them moved direct from the McGill house to any place that might be found. I know that they plan to call in all of this equipment that is not in use. Perhaps it would help if you and your group bould see Mr. Payne, or send a letter to him.

Mr. Francis will be glad to cooperate, of course, in getting the Defense cooking class started. We will keep hopeful that Mrs. Karl may be able to secure some salary for him from the Vocational Board.

Very truly yours,

Bertha L. Mitchell.

(Copy to Miss W. G. Brown)

1238 - 4th St. N.
St. Petersburg. Fla.

SAINT PETERSBURG
FEB 18
7³⁰ AM
1941
FLA.

Mitsell
file

THIS SIDE OF CARD IS FOR ADDRESS

File

Bethune - Cookman College.
Daytona Beach.
Fla.

Bertha L. Mitchell.

Dear Miss Mitchell: Since it is an absolute impossibility for me to ever attend any of the meetings of the Board of Trustees, I wish, at your next election, you would see to it that my name is *not* used as one of the members. I am in sympathy with, and deeply interested in the College, but would appreciate it if my name could be taken from the list of members of the Board of Trustees.

Very Sincerely.

Mrs. B. Frank Smith.

St. P., Fla. 1238- 4th St. n.

March 31, 1941.

Dr. J. Harvey Smith,

Miami, Florida.

Dear Dr. Smith:

At the Annual Meeting of the Board of Trustees of Bethune-Cookman College, held on March 5, 1941, you were unanimously elected to membership on this Board for a period of three years, with term expiring in March, 1944.

We enclose, for your information, copy of the financial statements of operating account and local endowment fund, presented to the Trustees in their annual meeting. This meeting was of great significance in the school's history and copies of the proceedings will be sent to all members of the Board within a few days.

President Bethune and the members of the Board will be grateful for your acceptance of this place on the Board and for the valuable advice and direction that you may give in this capacity.

Very truly yours,

Bertha L. Mitchell,
Secretary-Treasurer.

1 enc.

File

Trustee

DR. J. HARVEY SMITH
2153 N. W. SIXTH AVENUE
MIAMI, FLORIDA

PRESIDENT MIAMI COLORED CHAMBER OF COMMERCE
PRESIDENT MOTHER'S CLINIC AND RELIEF ASSOCIATION

Bethune Cookman College
Bertha L. Mitchell,
Secretary-Treasurer,
Daytona Beach, Florida.

Dear Miss Mitchell:

I am in receipt of your letter of March 31st. Will accept membership on the Board of Trustees of Bethune Cookman College, and will do all I possibly can for the school.

We are now planning to raise, by the next annual Conference, at least, a thousand dollars through the Laymen of the South Florida Conference. In fact we announced that in our last annual Conference as our Objective for the year.

Yours truly,
J Harvey Smith
J. Harvey Smith.

April 12, 1941

Dr. J. Harvey Smith
2153 N. W. Sixth Avenue
Miami, Florida

My dear Dr. Smith:

I have just a day or two here and I am taking a few minutes to send you a line. I have read your letter, accepting membership on our Board of Trustees. I am so happy to have you on our Board. I know you will put forth every effort possible to get people interested in Bethune-Cookman College and to secure funds to help carry forward the work we are endeavoring to do here.

It is vital important that we raise at least $5,000 by the middle of May. I am writing to find out what you will do to help and what you will have your friends do. We must raise this amount in order to balance our budget at the close of the fiscal year. I know you will do all you can to help us.

With best wishes,

Sincerely yours,

Mary McLeod Bethune.

mmb-ejt

Trustee

August 11, 1941.

Mr. W. S. Snead,
Daytona Beach, Florida.

My dear Mr. Snead:

We are making a desperate effort to give to you this check for July salary. As much as we regret it, we are forced to state that our budget will not permit us to continue this part of the work. We will have to do the best we can in holding things together. We are forced, because of health conditions and requirements, to place a nurse on the staff this year and we shall have to use that part of the budget that we have been using for your observation work for a nurse. Miss Gertrude Brown will be back with us this year and she will work closely with Van Poole in keeping things going well on the outside.

I am sure you realize how grateful we are for the service you have rendered us at all times. If it is possible for you to continue keeping your eyes on things and advising us, even though we are not able to retain you on the payroll, we will be more grateful. For all of these years your interest has meant more to me than I can ever express to you.

Sincerely yours,

Mary McLeod Bethune.

MMB*M
1 enc.

Real Estate *Property Management* *General Insurance*

BINGHAM & THOMPSON
228 1-2 S. Beach Street - P. O. Box 427
Telephone 1668
Daytona Beach, Florida

January 9,1942.

Dear Mrs.Bethune:

Replying to your letter of the 5th inst., regarding proposed change in date of the annual metting of the Board of Trustees from March 4th to March 2nd.,1942 --

This proposed change on date meets with my entire approval, and the reasons outlined for shifting the date appear to me to be adequate and reasonable. I hope to be present on this occasion.

With all good wishes,

Very sincerely yours,

Lawrence S. Thompson

To Mrs.Mary McLeod Bethune,President,
Bethune-Cookman College,
Daytona Beach, Fla.

1238 4th St. N.
St. Petersburg, Fla.

SAINT PETERSBURG
JAN 12
2 30 PM
1942
FLA.

THIS SIDE OF CARD IS FOR ADDRESS

Mary McLeod Bethune

Daytona Beach.
Fla.

Dear Mrs. Bethune:

Yes, it will meet with my approval to have the annual meeting of the Board of Trustees on Monday, March 2, rather than Wednesday, March 4.

Very Sincerely,

Mrs. B. Frank Smith

Trustee

BOARD OF MISSIONS AND CHURCH EXTENSION OF THE METHODIST CHURCH

150 FIFTH AVENUE NEW YORK, N.Y.

Trustee Board

File Trustee

WOMAN'S DIVISION OF CHRISTIAN SERVICE

President
MRS. J. D. BRAGG
3666A MONTANA STREET
ST. LOUIS, MISSOURI

Department of Christian Social Relations and Local Church Activities

Chairman
MRS. JAMES OLDSHUE
434 EAST 88TH STREET
CHICAGO, ILLINOIS

Executive Secretary
MISS THELMA STEVENS
150 FIFTH AVENUE
NEW YORK

Chairmen of Resource Committees
Local Church and Community Co-operation
MRS. JENNIE FULTON
4105 BROOKLYN AVENUE
SEATTLE, WASHINGTON

International Relations and World Peace
MRS. E. R. BARTLETT
723 EAST WASHINGTON STREET
GREENCASTLE, INDIANA

Economic Relations
MRS. WILLIAM H. VEENBOER
2701 REED'S LAKE BOULEVARD
GRAND RAPIDS, MICHIGAN

Minority Groups and Interracial Co-operation-Co-Chairmen
MRS. DAVID D. JONES
BENNETT COLLEGE
GREENSBORO, NORTH CAROLINA
AND
MRS. PAUL ARRINGTON
WAYNESBORO, MISSISSIPPI

Christian Citizenship
MRS. W. H. BALLENGEE
EDINBURG, VIRGINIA

Alcohol and Other Narcotics
MRS. C. M. RANDAL
SEYMOUR, TEXAS

The Christian Family
MRS. L. M. AWTREY
ACWORTH, GEORGIA

January 13, 1942.

Mrs. Mary McLeod Bethune
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Mrs. Bethune:

Your letter of January 8th came to my desk today. I am deeply appreciative of your suggestion that I become a member of the Board of Trustees of the Bethune-Cookman College. I have followed with much appreciation and interest your great pioneer work at this institution through the years. My knowledge has been limited, however, and my contact even more so. You may be sure that I shall welcome an opportunity for a closer relationship, if you feel that there is any service that I might render the institution in return. There are so many other people who might have the kind of contact that would be of great value in promoting the financial end of such a institution. I recognize the fact that all of these things must be considered in the selection of the Board of Trustees. My contribution would have to be in the realm of enlarging the interest of our constituent groups in your college.

It will be impossible for me to come to Bethune-Cookman College for your meeting in late February and early March because I have a previously scheduled meeting of the Standing Committee of the Department of Christian Social Relations and Local Church Activities in Nashville at that time. I suggest that if you decide to include me as a member of your Board of Trustees that you do so with the understanding that it may not always be possible for me to attend the meetings but I shall most assuredly be there when at all possible.

I sincerely hope that the official group of our Church may be well represented at your meeting the last of February.

With deep appreciation and every good wish for the new year, I am

Sincerely yours,

Thelma Stevens

TS:W

Adv. Board

February 8, 1942.

Dear Mrs. Taylor,

May we express our sympathy to you and our thoughtfulness of you, in your Mother's passing. We knew that she had not been very well for a long time, but did not realize that she was seriously ill.

We offer to you our services and the facilities of the office wherever they may be needed at this time. Your friendship and unselfish service to Bethune-Cookman have been an inspiration to all of us.

Please know that we are thinking of you.

Sincerely yours,

Mrs. Elizabeth F. Taylor,
14 South Hollywood Avenue,
Daytona Beach, Florida.

Trustee

EMMETT J. SCOTT
1711 S STREET, N. W.
WASHINGTON, D. C.

February 10, 1942.

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Fla.

Dear Mrs. Bethune:

If I can possibly get away from Washington for the meeting of the Board of Trustees of Bethune-Cookman College, to be held March 2nd, I will do so.

I am anxious to be present that I may once again, by my presence, signify, not only my great admiration for you, personally, but also my continued interest and support of the college.

For fear that I may not be able to do so, I am filing with you this proxy for such use of it as may become necessary.

I sincerely hope and trust you will bear up under the heavy responsibilities which rest upon you as President of the college and as Director of the Bureau of Negro Affairs of the National Youth Administration.

Sincerely yours,

Emmett J. Scott

Encl. 1
EJS:cab

Trustee
Dean

March 9, 1942.

Mr. W. S. Snead,
Daytona Beach, Florida.

My dear Mr. Snead:

I am asking you to please serve as chairman of a College Business Committee that we are setting up to help steer the business program of the school. This committee will meet once a week, possibly on Monday afternoons, beginning the week of March 16, 1942. On this committee we will have Mrs. Fi-London, of the Advisory Board, Mr. Francis and Mrs. Mitchell.

I shall be glad to have a little chat with you as soon as possible.

Mary McLeod Bethune.

Trustee

April 3, 1942.

Miss Thelma Stevens,
Board of Missions and
Church Extension,
150 Fifth Avenue,
New York, New York.

My dear Miss Stevens:

At the annual meeting of the Board of Trustees of Bethune-Cookman College, held on March 2, 1942, you were unanimously elected to membership on the Board for a period of three years - term expiring March, 1945.

At this meeting it was voted to launch a campaign for $1,137,800.00 for buildings, endowment and equipment so much needed by the College at this time.

President Bethune and the members of the Trustee Board are happy to have your warm interest and will appreciate your direction in this official capacity. We hope that this additional service to Bethune-Cookman will be mutually beneficial.

A full list of the Board of Trustees will be mailed to you within a short time. Financial statements and publicity matter concerning the College will be sent to you periodically.

Very truly yours,

Bertha L. Mitchell,
Secretary, Board of Trustees.

August 22, 1942

My dear Mrs. Taylor,

The Atlantic Synodical Summer Conference of the Presbyterian Church will be held at Bethune-Cookman College, August 24th to August 30th, 1942.

We are planning to have an Informal Tea for them at the home of President Bethune on Thursday evening, August 27th from six-thirty to eight o'clock, and we would greatly appreciate having your services as one of the hostesses for that occasion representing the Advisory Board.

Kindly inform me at your earliest convenience if you can serve.

Sincerely yours,

W. Gertrude Brown,
Administrative Assistant to the President

Mrs. Elizabeth Taylor,
14 South Hollywood Avenue,
Daytona Beach, Florida.

WGB-J

adv.

August 22, 1942

My dear Mrs. Stocking,

The Atlantic Synodical Summer Conference of the Presbyterian Church will be held at Bethune-Cookman College, August 24th to August 30th, 1942.

We are planning to have an Informal Tea for them at the home of President Bethune on Thursday evening, August 27th from six-thirty to eight o'clock, and we would greatly appreciate having your services as one of the hostesses for that occasion representing the Advisory Board.

Kindly inform me at your earliest conveniemce if you can serve.

Sincerely yours,

W. Gertrude Brown,
Administrative Assistant to
the President

Mrs. J.T. Stocking,
P.O. Box 1268,
Daytona Beach, Florida.

WGB-J

ack. BL

September 9, 1942

Mrs. Elizabeth Taylor,
14 South Hollywood Avenue,
Daytona Beach, Florida.

My dear Mrs. Taylor,

I have been here since Friday, but I have not seen you nor Mrs. Ranslow. I have called Mrs. Ranslow, but she must have been out each time I called.

I have been trying to get things in readiness for the opening of school. I have spent much time in Cookman Hall, and I think things are in pretty good shape over there. As I went through the building, I saw signs of your interest and help - you have been of such great help to us in the setting up and upkeep of this building - you have given stimulus to those who live there. We appreciate this interest and help more than words can express. This year the building will be crowded with NYA and College boys, but we will work out a system to insure the best possible management of it. We are having a fine young man from Columbia University to come to take over the duties of Director of Men. I hope he will be of great service to us. I have transferred Mrs. Shaw to Cookman Hall as Matron and Hostess of that building, where her administrative ability will not need to be so much in evidence as in Curtis Hall. I do believe she will be a good House Mother for the boys. I do hope that you will enjoy working with her.

It is my plan to be here until the afternoon of the 15th. School opens on the 19th, but I must be in Washington on the morning of September 17th for a conference with Mrs. Roosevelt at the White House - we are going to plan our fall contacts for the Endowment Campaign.

I hope you are well - love to your Mother. Please come over to see me before I leave.

Sincerely yours,

Mary McLeod Bethune.

Trustee File

DEFENSE PLANT CORPORATION

Dunedin, Fla.
February 9th, 1943.

Mrs. Bertha L. Mitchell, Secretary
Bethune Cookman College,
Daytona Beach, Fla.

Dear Mrs. Mitchell:

I am enclosing proxy for the coming annual meeting, the first one that I have missed since 1925, and it is with deepest regret that I feel I should tender my resignation, as a member of the of the Board of Trustees of Bethune Cookman College, but my work for the Government, requires my continued absence from Daytona Beach, so I feel my place should be filled by some active person that is able to be present at all meetings.

Remember me kindly to Dear Mrs. Bethune.

Very truly yours

Walter S. Snead

Walter S. Snead
Ass't Division Engineer
Defense Plant Corporation
Room 511 Wilder Building
Charlotte, N.C.

FOR DEFENSE
BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

adv. Bd

February 15, 1943

Mrs. W. G. Scurry
45 Washington Street
Carbondale, Pennsylvania

My dear Mrs. Scurry:

Your very kind note was read to our Board meeting this afternoon and brought us much good cheer. Not only because of your generous gift to us of twenty-five dollars in addition to your annual dues but because it warmed our hearts to hear from you and to know you had not forgotten us - as we have not forgotten you. Thank you heartily for your kindness at this meeting. We reported the proceeds of a number of "neighborhood parties" which the Board decided to give this year instead of the usual Bazaar. The ban on pleasure driving seemed to make our usual festivity inadvisable. You will be pleased to learn, as we were, that   was handed in.

With warm regards and renewed thanks and hoping you may be with us again next year, I am

Cordially yours,

Elizabeth E. Wellington,
(Corresponding Secretary).

P. S. Aside from proceeds from parties $195.00 was brought in from gifts making a total of $435.35. We are going to try and bring this up to at least $1,000 to compensate for the loss of the annual Bazaar.

March 30, 1943.

Mr. Walter S. Snead,
Assistant Division Engineer,
Defense Plant Corporation,
Dunedin, Florida.

Dear Mr. Snead:

I cannot tell you how greatly we missed you and Mrs. Bethune at the Annual meeting of the Board of Trustees. She was not well enough to come to the meeting and is still in poor health.

You will note from the Resume of Proceedings of this meeting, copy of which I enclose, that your resignation was accepted, but with regret. There were many expressions of appreciation for your years of service to the Trustee Board and to Bethune-Cookman College. Even though you have resigned from active membership on the Board, the trustees are holding your name on the Counsel Trustee list.

I enclose also copy of the annual Financial report to the Board and I am sure you will study this with interest.

With best wishes,

Sincerely yours,

Bertha L. Mitchell,
Secretary-Treasurer.

2
enclosures

March 8, 1944

Miss Thelma Stevens
Board of Missions and Church
Extensions - Methodist Church
150 Fifth Avenue
New York City, New York

Dear Miss Stevens:

I am grateful for the privilege to send you this note, telling you something of our work and how necessary you are to its success. My experiences here this year have given me clear insight into the needs and possibilities of our College. It is a great responsibility to assume the position as president of a small, private college in normal times. The responsibility is more tremendous in times of uncertainty, as we are experiencing now. It requires the cooperation and support of each of its Trustee and Advisory Board members and friends. With the cooperative spirit you have manifested in connection with our work, we have come through this year with reasonable success.

You have helped to make this year pleasant, stimulating and challenging. The next year will require more of us, and I have confidence that we can depend upon you to do your part. Some very necessary planning for next year will be done at our Annual Meeting of the Board of Trustees on March 28th, at 10:00 A. M. Please place this date on your calendar as a MUST, so that you may be there to help us make definite decisions and outline programs with reference to the following matters, and possibly others:

1 - Financial stability for the College
2 - Housing for the teachers
3 - Reorganization and revitalization of academic program
    and standardization of the four-year Teacher-Education
    Department.
4 - The College's effort to more effectively serve its
    clientele in both the war and post-war periods.
5 - Report of the Survey and its implications. (Survey
    authorized by Board of Education - The Methodist Church)
6 - The United College Drive.

Your presence at this significant occasion will bring much encouragement as well as vital aid in formulating some very necessary "next steps."

Sincerely yours,

JAC/h

James A. Colston

March 8, 1944

Dr. J. Harvey Smith
2152 Northwest 6th Avenue
Miami, Florida

Dear Dr. Smith:

I am grateful for the privilege to send you this note, telling you something of our work and how necessary you are to its success. My experiences this year have given me clear insight into the needs and possibilities of our College. It is a great responsibility to assume the position as president of a small, private college in normal times. The responsibility is more tremendous in times of uncertainty, as we are experiencing now. It requires the cooperation and support of each of the Trustee and Advisory Board members and friends. With the cooperative spirit you have manifested in connection with our work, we have come through this year with reasonable success.

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1 - Financial stability for the College,
2 - Housing for the teachers,
3 - Reorganization and revitalization of academic program and standardization of the four-year Teacher-Education Department,
4 - The College's effort to more effectively serve its clientele in both the war and post-war periods,
5 - Report of the Survey and its implications (Survey authorized by Board of Education - The Methodist Church),
6 - The United College Drive.

Your presence at this significant occasion will bring much encouragement as well as vital aid in formulating some very necessary "next steps."

Sincerely yours,

JAC/h

James A. Colston

March 10, 1944

Mr. W. S. Snead
Box 157
Dunedin, Florida

Dear Mr. Snead:

I am grateful for the privilege to send you this note, telling you something of our work and how necessary you are to its success. My experiences here this year have given me clear insight into the needs and possibilities of our College. It is a great responsibility to assume the position as president of a small, private college in normal times. The responsibility is more tremendous in times of uncertainty, as we are experiencing now. It requires the cooperation and support of each of the Trustee and Advisory Board members and friends. With the cooperative spirit you have manifested in connection with our work, we have come through this year with reasonable success.

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4 - The College's effort to more effectively serve its clientele in both the war and post-war periods,
5 - Report of the Survey and its implications (Survey authorized by the Board of Education -The Methodist Church
6 - The United College Drive..

Your presence at this significant occasion will bring much encouragement as well as vital aid in formulating some very necessary "next steps."

Sincerely yours,

JAC-h

James A. Colston

Florida Southern College
LAKELAND, FLORIDA

LUDD M. SPIVEY. *President*

April 20, 1944

Trustee Bd

Mrs. Bertha L. Mitchell,
Secretary of the Board of Trustees
Bethune-Cookman College
Daytona Beach, Florida

My dear Mrs. Mitchell:

I want to thank you very kindly for your letter of April 12. It will be a great pleasure for me to serve on your special committee. You will please let me know what you want me to do. We are looking forward to seeing you over in Orlando.

Very cordially yours,

Ludd M Spivey

LUDD M. SPIVEY
President

LMS:jp

Boards

BETHUNE-COOKMAN COLLEGE
ARCHIVES

BETHUNE-COOKMAN COLLEGE
Mary McLeod Bethune, President Emeritus
James A. Colston, President
DAYTONA-BEACH, FLORIDA

TRUSTEE BOARD
Bishop L. H. King, Chairman
Chas. B. Prettyman, Chairman of the Executive Committee
Mrs. C. M. Ranslow, Corresponding Secretary
o:-:o
Dr. T. A. Adams
Prof. Oakes Ames
Dr. R. Ira Barnett
Dr. H. E. Bartley
Rev. H. W. Bartley
Dr. Mary McLeod Bethune
Albert M. Bethune
D. A. Boyd
Rev. O. A. Burns
Mrs. Harold T. Butts
Atty. Thomas T. Cobb
Dr. M. S. Davage
Herbert Davidson
Judge Hubert Delany
Albert H. Ely, Jr.
Mrs. Gertrude W. FiLondon
Mrs. Richard Friend
Dr. E. A. Graham
John Hammond
Rev. Thomas A. Huger
Joe H. James
R. O'Hara Lanier
A. L. Lewis
Mrs. Ferris J. Meigs
T. Nelson O'Rourke
Dr. F. D. Patterson
Atty. D. W. Perkins
Dr. Kelsey L. Pharr
Dr. George W. Pollack
Rev. Edward W. Parmalee
Miss Margaret Rhodes
G. D. Rogers
Miss Thelma Stevens
Dr. J. Harvey Smith
Rev. R. M. Thomas
Hon. F. C. Walcott
Rev. T. H. B. Walker
D. E. Williams
Rev. T. W. Williams
J. Finley Wilson

June 30, 1944

TRUSTEE AND ADVISORY BOARDS

Dear Member,

Your Corresponding Secretary has no difficulty in sending you a warm greeting. In the 34 years she has resided in Florida such continued west wind has been unknown. As soon as the air comes in from the ocean, we are comfortable.

First, I want to tell you that at the June meeting of the Executive Committee we discussed at length the State standardization of Bethune-Cookman's four-year program. President Colston explained that it is vitally necessary for the college to secure this standardization in order to meet the membership requirements of the United College Fund Campaign. In this connection, Mr. Davidson offered to consult Mr. Colin English, State Superintendent of Public Instruction, in an effort to secure a re-evaluation of the program early enough to recommend standardization in time for our continued membership in the United College Campaign. Mr. Davidson telephoned Mr. English, and agreed to send him a letter giving further explanation of the college program and its requirements.

President Colston made a brief report of the College activities as follows: Forty-one Graduates from the Junior College and nine from the Senior College received diplomas at the Spring Commencement. The Summer School enrollment is larger than last year, having reached a total of 259. It became necessary to make some repairs and renovations on the third floor of Cookman Hall to accommodate our male students, as the second floor has been turned over to female students. These repairs were made at a cost of $420.00. Minor repairs have been made in Curtis Hall. For more conservative organization and greater efficiency, our former Registrar, William H. Hale, has been appointed Dean-Registrar for the current year.

The Bake Oven in the kitchen which has been unsatisfactory for so long could not be replaced during war. In an effort to provide some baking facilities for the Boarding Department, the College is having the present oven repaired and a new firebox provided. This is costing $400.

ADVISORY BOARD
Mrs. Harold T. Butts, Chairman
Mrs. John T. Stocking, First Vice-Chairman
Mrs. Lee S. Fanning, Second Vice-Chairman
Miss Marianne Guiles, Recording Secretary
Mrs. C. M. Ranslow, Corresponding Secretary
Mrs. Gertrude W. FiLondon, Treasurer
o:-:o
Lady Margaret Armstrong
Mrs. Clara Baker
Miss Louise Baldwin
Mrs. Henrine Ward Banks
Mrs. C. R. A. Banks
Mrs. Joseph Beatty
Dr. Mary McLeod Bethune
Miss Mary E. Bonner
Mrs. Winona Mason Brown
Dr. Charlotte Hawkins Brown
Mrs. Emma Brown
Miss W. Gertrude Brown
Miss Georgina Butts
Miss Henrietta Butts
Miss Lucie Campbell
Mrs. H. W. Cannon
Mrs. Henry D. Chapin
Mrs. Maude B. Coleman
Mrs. Wilhelmina W. Colston
Mrs. Grace C. Damon
Miss Amelia Davis
Miss Ann Davis
Miss Mary E. Davidson
Mrs. M. S. Davage
Mrs. Fannie B. Diggs
Mrs. Don Emery
Mrs. H. M. Fillebrown
Miss Marie France
Mrs. Veva W. Friend
Mrs. Jacob Ginsberg
Mrs. F. P. Goodrich
Mrs. E. A. Graham
Mrs. Robert Greenlee
Mrs. William J. Harkness
Miss Marcia Henry
Mrs. Emery Herrick
Mrs. John Hope
Mrs. Hattie I. James
Mrs. Mary Karl
Mrs. Daisy Lampkin
Mrs. E. W. Lawson
Mrs. Ada M. Lee
Mrs. M. C. B. Mason
Mrs. Nelson B. Mead
Miss Elizabeth Mead
Mrs. Ferris J. Meigs
Mrs. Cathie S. Merrill
Mrs. Alice G. Mickens
Mrs. Lucinda E. Miner
Mrs. Willard Parker
Mrs. Edgerton Parsons
Mrs. L. A. Pierson
Mrs. Ella M. Piper
Mrs. Mayme Anderson Pratt
Miss Margaret Rhodes
Miss Marion Rogers
Mrs. Walter G. Scurry
Mrs. Arthur Seelig
Mrs. Forrest L. Smith
Mrs. Cecilia C. Smith
Mrs. Jesse Merrick Smith
Mrs. Ada E. Stecher
Mrs. Rebecca Styles Taylor
Mrs. A. D. Tressler
Miss Elizabeth E. Wellington
Miss Eartha M. White
Mrs. H. S. White
Miss Martha M. White
Mrs. C. E. Williams
Mrs. A. F. Wilson

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Five War Veterans are registered in the College, taking combined courses in Academic and Shop Work.

Mrs. Bethune, who has been very ill, is much better and is now spending a few weeks in the Gordon Convalescent Home in Washington.

The new Ford-Ferguson Farm Tractor with plow and cultivator units cost $1,625.00. Contributions from Board members and friends provided $800 of this amount. The balance was loaned by Dr. T. A. Adams, a Trustee, who hopes to be speedily reimbursed.

At the Annual Meeting of the Trustees they were informed that $6,000. would be needed to carry expenses during May and June, when the United College Drive prevented securing contributions. Every effort was made to lower expenses, so it was necessary to borrow only $4,000. The Central Life Insurance Company loaned $3,000.00 and Mr. A. L. Lewis loaned $1,000.00. Both loans are to be repaid from the United College Campaign Fund.

President Colston announced that he was successful in securing the following amounts from Negroes of Florida for the College Campaign: From Miami, $1,954.00, from Jacksonville, $602.00 and $845.00 from Daytona Beach.

President Colston stated that he is spending much time on the field in an effort to increase the student enrollment for next year. He delivered Commencement addresses at thirteen of the leading High Schools in the State, and has visited more than twenty-five High Schools in the interest of the student body next fall. He also stated that in planning for the Staff next year provision has been made for Secondary Education. This expanded program will increase our salary budget only $1,875.00.

Discussion concerning the property of Mr. Roscoe Raub on which the College holds a mortgage followed. Recently Mr. Raub paid $1,000.00 on the principal reducing it to $2,200. Mr. Prettyman recommended that the property be inspected and revaluated and that the Trustees execute with Mr. Raub an Amortizing Mortgage or Extension Agreement, bringing the loan to date. Mr. Prettyman was authorized to handle this matter for the College. The Secretary reported that Mr. Raub's interest is paid to June 1, 1944.

President Colston stated that at the end of May there would be need for approximately $11,500.00 to close the year ending June 30th without a deficit. He later reported that this amount had been secured and no deficit will be anticipated this year. He indicated that there may be more funds from Methodist Churches, but that the College must find more assured income from some source. The energy directed toward financing needs to be turned toward the strengthening of the College curriculum.

A letter from Mrs. Mitchell, requesting leave of absence for one year, effective August 1, 1944, was read by President Colston.(Copy of letter attached) On motion it was voted to grant Mrs. Mitchell a leave-of-absence from the College for one year, provided that she will serve, when needed, in an advisory capacity during this period.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mr. Prettyman suggested that Mr. T. Nelson O'Rourke become a member of the Executive Committee. It was recommended that Mr. O'Rourke be requested to sit in on this Committee, and at the next meeting of the Trustee Board, he be elected as a member of this Committee

With my good wishes, I am

Sincerely yours,
Mrs C. M. Ranslow
(Mrs.) C. M. Ranslow,
Corresponding Secretary.

457M

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Holly Hill, Florida.
November 22, 1944.

President J. A. Colston,
Bethune-Cookman College,
Daytona Beach, Florida.

Dear President Colston,

I wish to compliment you on the fine talk you gave at the Advisory Board meeting Tuesday. It had great weight and inspiration and brought results.

Upon my suggestion of a series of card parties at the two Clubs - Palmetto and Peninsula, our President appointed me to secure dates. Other activities were discussed and decisions made later. I was greatly encouraged.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

I have to-day written Mr. Sherwood Atkinson of Umatilla telling him that the College would send by truck two or three interested workers to gather fruit on Tues. Nov. 28th. That they would leave the campus at 8:00 am arriving at his home around 10:00 am.

May I suggest that they take plenty of bags, string and a good lunch? and can jars literally [illegible] And may I further suggest that Mrs Hunt be prepared with sugar and cans to make a lot of marmalade which will be a great help to the boarding department.

Dropped fruit does not keep as long as cut fruit therefore steps should be taken to care for it soon to save loss.

Yours in the spirit of helpfulness.
Vera Trent
(Mrs. R.C.)

2

Committees

September 20, 1944

ADMINISTRATIVE COMMITTEE

President James A. Colston, Chairman
Dean William H. Hale
Miss Charlotte L. Ford
Mrs. Julia A. Davis
Mr. Mason Haywood
Dr. T. A. Adams
Miss Martha M. Berhel
Mrs. Florence L. Dyett
Rev. Lester V. Baker
Coach Joseph Johnson

ADVISORY COUNCIL

Miss Charlotte L. Ford, Chairman
Mrs. Florence L. Dyett
Miss Martha Berhel
Dean William H. Hale
Coach Joseph Johnson

HEALTH COMMITTEE

Mrs. Ella W. Griffin, Chairman
President James A. Colston
Dean William H. Hale
Mr. Mason C. Haywood
Miss Robbie Peguese
Dr. T. A. Adams
Nurse Lorene Daniels
Mrs. Willie R. Taylor
Miss Eliza Glenn
Mrs. Julia A. Davis
Coach Joseph Johnson
Mrs. Florence L. Dyett
Mr. Larmar Forte
Miss Rosa Caldwell
Mrs. Panchita Williams
Mrs. Emmy V. Hunt

ATHLETIC COMMITTEE

Mr. Lamar Forte, Chairman
Coach Joseph J. Johnson
Mr. Mason C. Haywood
Dean William H. Hale
Miss Charlotte L. Ford
Miss Martha M. Berhel
Mr. Albert Bethune
Dr. J. S. Slack
Mr. Henry Lee
Mr. Oliver (Skipper)Holbert
Mrs. Florence L. Dyett
Mr. Edward Van Poole
President James A. Colston
Miss Edwia Graham
Miss Eliza Glenn

ADVISORY BOARD
Bethune- Cookman College

1946

Resident Members

Bethune, Dr. Mary McLeod ✓
Bethune-Cookman College
Daytona Beach, Florida

Bonner, M. E. a
531 Cedar Street
Daytona Beach, Florida

Brown, Mrs. Winona Mason a
✓ 616 Second Avenue
Daytona Beach, Florida

Butts, Mrs. Harold T. a
25 John Anderson Highway
Ormond, Florida

~~Colston, Mrs. James A.~~
~~Sage Court No. 4~~
~~Hampton Institute~~
Hampton, Virginia

Damon, Mrs. Grace C. a
✓ ~~St. Regis Hotel~~
Daytona Beach, Florida

Summer address:
Marshfield Hills
Massachusetts

~~Davidson, Mrs. Herbert~~ (a)
2 Braddock Avenue
Daytona Beach, Florida

✓ ~~Davis, Miss Ann~~
900 North Grandview
Daytona Beach, Florida

Davis, Mrs. Julia A.
Bethune-Cookman College
Daytona Beach, Florida

Dyett, Mrs. Florence L.
Bethune-Cookman College
Daytona Beach, Florida

~~Emery, Mrs. Don~~
239 Tarragona Way
Daytona Beach Highlands

Fanning, Mrs. Lee S. (a)
Geneva Hotel
Daytona Beach, Florida

FiLondan, Mrs. Gertrude
937 Avondale Drive
Holly Hill, Florida

Summer address:
14 River Street
Hudson, Mass.

Fillebrown, Mrs. Herbert M. (a)
815 North Oleander
Daytona Beach, Florida

France, Mrs. Marie G. (a)
611½ Butler Boulevard
Daytona Beach, Florida

Summer address:
623 Beacon Blvd.
Sea Girt, N. J.

Friend, Mrs. Veva W.
Rio Vista
Holly Hill, Florida

Summer address:
Crystal Lake
R. F. D. 1
Carbondale, Pa.

Ginsberg, Mrs. Jacob
930 North Grandview
Daytona Beach, Florida

Goodrich, Mrs. F. P. (a)
P. O. Box 1166
Daytona Beach, Florida

Advisory Board continued -

Graham, Mrs. E. A. (a)
608½ Second Avenue
Daytona Beach, Florida

Guiles, Miss Marianne
516 South Grandview
Daytona Beach, Florida

Henry, Miss Marcia
426 South Beach Street
Daytona Beach, Florida

Summer address:
Hiram
Ohip

Hosford, Mrs. Roger F. (a)
934 North Halifax
Daytona Beach, Florida

Summer address:
25 Lincoln Street
Glen Ridge, New Jersey

~~Jenkins, Mrs. Jack~~
1324 North Atlantic
Daytona Beach, Florida

~~Karl, Mrs. Mary~~
415 Old Trail Road
Daytona Beach, Florida

Mason, Mrs. C. B.
616 Second Avenue
Daytona Beach, Florida

Summer address
4416 Indiana Avenue
Chicago, Illinois

Mead, Mrs. Nelson B. (a)
1904 North Atlantic
Daytona Beach, Florida

Summer address
Lake Wauramaug
New Preston, Conn.

Meigs, Mrs. Ferris J.
716 South Ridgewood
Daytona Beach, Florida

Summer address
42 Prescott Avenue
Bronxville, New York

Mitchell, Mrs. Bertha L.
Bethune-Cookman College
Daytona Beach, Florida

Newell, Miss Grace (a)
Olds Hall
340 South Ridgewood
Daytona Beach, Florida

Summer address:
Lake Chautaugua
New York

Pierson, Mrs. L. A. (a)
618½ North Peninsula
Daytona Beach, Florida

Summer address:
Newark
New Jersey

Rhodes, Miss Margaret
426 South Beach Street
Daytona Beach, Florida

Summer address:
c/o Fifth Avenue Bank
New York, New York

~~Rogers, Miss Marian (a)~~
St. Regis Hotel
Daytona Beach, Florida

Summer address:
Rogers Road
West Newbury, Mass.

Stocking, Mrs. John T.
682 Second Avenue
Daytona Beach, Florida

Tressler, Mrs. A. D. (a)
5751 South Atlantic
Daytona Beach, Florida
Summer address:
430 South Third Avenue
Sturgeon Bay, Wisconsin

White, Mrs. H. S.
1322 Dixie Highway
Holly Hill, Florida

Advisory Board continued -

Wellington, Miss Elizabeth
728 South Ridgewood
Daytona Beach, Florida

Summer Address:
Seal Harbor
Maine

ADVISORY BOARD
Bethune-Cookman College

1946

Non-Resident Members

Baker, Mrs. Clara ✓ no
Jermyn
Pennsylvania

Baldwin, Miss Louise
1756 Beacon Street
Brookline, Massachusetts

Banks, Mrs. C. R. A.
512 West Ross Avenue
Tampa 3, Florida

Beatty, Mrs. Joseph
413 South Dallas Avenue
Pittsburg 8, Pennsylvania

Brown, Dr. Charlotte Hawkins
Palmer Memorial Institute
Sedalia, North Carolina

Brown, Mrs. Emma
Carbondale
Pennsylvania

Brown, Miss W. Gertrude
24th & Oklahoma Avenue, N. E.
Washington, D. C.

Chapin, Mrs. Henry D. ✓
Hereford Road
Bronxville, New York

Clayton, Mrs. William L.
2812 Woodland Drive, N. W.
Washington 8, D. C.

Coleman, Mrs. Maude B.
641 Boas Street
Harrisburg, Pennsylvania

Harkness, Mrs. William J.
145 East New York Avenue
Deland, Florida

Harvey, Mrs. Ella M.
1914 Evans Avenue
Fort Myers, Florida

Hope, Mrs. John
609 Beckwith Street
Atlanta, Georgia

Lampkin, Mrs. Daisy
2519 Webster Avenue
Pittsburgh 19, Pennsylvania

Lawson, Mrs. E. W.
823 Lemon Street
Palatka, Florida

Lee, Mrs. Ada M.
1810 Lee Street
Jacksonville, Florida

Lewis, Mrs. A. L.
Mickens, Mrs. Alice G.
801 Fourth Street
West Palm Beach, Florida

Miner, Mrs. Lucinda E.
2521 Benning Road, N. E.
Washington, D. C.

Parker, Mrs. Williard M.
1112 Park Avenue
New York, New York

Parsons, Mrs. Edgerton
555 Park Avenue
New York, New York

Advisory Board continued -

Scurry, Mrs. Walter G.
45 Washington Street
Carbondale, Pennsylvania

Smith, Mrs. Cecelia C.
1612 Ninth Street, N. W.
Washington, D. C.

Smith, Mrs. Jessee Merrick
Apartment 1600
32 Gramercy Park, North
New York, New York

Stetcher, Mrs. Ada E.
306 Coconut Row
Palm Beach, Florida

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1928

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Telphone 1060 J

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Telephone 841 J

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716 S. Ridgewood Ave.,
Daytona, Floridz
Telephone 879

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Daytona Beach, Florida

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2 -	Mrs. Emma Thomas	(THRU MRS. TAYLOR)	10.00
3 -	Mrs. S. M. Frazier		5.00
4 -	Miss Elizabeth Wellington		5.00
5 -	Mrs. Agnes Wellington	(THRU MISS E. WELLINGTON)	10.00
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21 -	Mrs. Ferris J. Meigs		10.00
22 -	Mr. Dudley Lawrence		20.00
23 -	Bethune-Cookman Association of New York	(THRU MRS. MEIGS)	20.00
		TOTAL	$ 430.00

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2 - Advisory Board -

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30 Mystic St.
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Ad B

My dear friend
In behalf of my cousin Mrs. N. P. Hallowell I write to ask if you know anything of a woman named Mrs. Mary E. Moore, who called her up on the telephone.

Mrs. Mary Moore wants to have a personal interview with Mrs. Hallowell, saying that you advised her to come to see Mrs. Hallowell to day certain plans before her.

My dear Cousin is pursued by people asking her help in various ways, and really needs to be protected.

Very recently it appears that she *has* been imposed upon by two or three young colored men from the South, and I advised her very strongly to do nothing further in *regard* to Mrs. Mary Moore until she heard from you as to her character.

I was very glad to see

you again, in Boston, and hope our paths may cross more often — even though I can give you very very little financial aid.

Very truly your friend
Ellen Morton Smith

P.S. Will you kindly reply to Mrs. N. P. Hallowell at the address at the head of this letter. We both wish you a happy new year.

✓Mr. Tappy
✓Mrs. Ranslow
Mr. Long
✓Mr. Snead
Ill—Dr. Rutter
✓Mrs. Bethune

TRUSTEES-

-LOCAL -

No 1. Dr. Rutter - 629 - Yes ✓
out of city—2. Mr. Steiger - 1509-J - Out of City - Proxy-
yes ✓ 3. Mr. Long - 1251 or 547 - Yes ✓
yes — 4. Mr. Tappy - 1539 - Yes ✓
✓ 5. Mr. Snead - 1661 - Yes ✓
yes ✓ 6. Mrs. Ranslow - 1030-J - Yes ✓
✓ 7. Mrs. Bethune - - - - -- Yes
yes ✓ 8. Mr. Niver - 1600 or 679 - Yes ✓
yes ✓ 9 -Dr. Adams - 515-J or 474-J - Yes —
~~10. Dr. Hills - 76 - Yes~~ —
yes ✓ 11. Rev. Hamilton - 1192-W - Yes ✓
12. Mr. Thompson - 1668 - Yes ✓

- IN VICINITY -

13. Judge Bert Fish - Telegram
14. Rev. Bartley - Telegram ✓
15. Mr. L. L. Pratt - Telegram ✓
16. Rev. S. P. Pratt - Telegram ✓
17. Dr. Z. J. Herry - Telegram ✓
18. Rev. Perry B. James, Jr. - Telegram
19. Mr. G. D. Rogers - Telegram ✓

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yes	Miss Mary Davidson	935
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Mrs. [illegible] yes	Mrs. E.L. King	837
	Mrs. LaGrange	
out of city	Mrs. Lyons	
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	Mrs. Mason	473 ✓
?	Mrs. Percy	1031-J
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yes	Mrs. Ranslow	1030-J
	Miss Rhodes	1115
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	Mrs. Maurice Servis	
	Mrs. Alice O. Thompson	1202-J
yes	Miss Elizabeth Wellington	742-W
	Mrs. Wilson	1410-M
See {	Miss Morse	
	Mrs. Thayer	
yes.	Mrs. Marr	489
out of city	Mrs. Moses	

Janning Lagrange

Mrs. Lagrange

Adv.

HAMILTON HOTEL
JOHN H. AMES, MANAGER
EUROPEAN PLAN
WINTER PARK, FLORIDA
"Every Room With a Private Bath"

Feb 4

Dear Mrs Stewart

Your school gave us a fine treat last evening. The boys were so natural & well poised, that I am sure they could not be matched by white young fellows from any College. Of course their singing & reciting were far above what white chaps could do. Mrs Bethune spoke eloquently. She shown

old Judge Ginn from
Washington DC who
is stopping at our
hotel. It was a great
success. I hope the
offering was good
I have seen in
Orlando & St Petersburg
a few friends from
Glens Falls.
Trust you & the doctor
are well
With all good wishes

--- Order of Business ---

By-Laws:
- Section 14 - The following shall be the order of business for the Annual meeting ofthe Board of Trustees:

1 - Call to Order

2 - Roll Call

3 - Reading of the Minutes of the Last annual meeting

4 - Report of the Ex Secretary

5 - Report of the Treasurer

6 - Report of the Auditing Committee

7 - Report of the Advisory Board

8 - Report of the President

9 - Report of the Principal

10 - Reports of Other Committees

11 - Elections

12 - Old or Unfihished Business

13 - New Business

14 - Adjournment

Investment - 2 - 1st Mtge

Page missing in original

Bd of Trustees

fact that everybody here was invited to come here and although our academic and administrative staff could have reduction in personnel, since these people did come here on our invitation, the fair and equitable thing would be to ask everybody to give a month's service to the school. This plan would effect a saving of from $3,100.00 to $3,200.00.

ON MOTION BY DR. GRAHAM - SECONDED BY DR. ADAMS -

> Resolved that the plan of retrenchment indicated by letter, recommended by President Bethune - of having each employee of the school give one month's salary between now and the close of the year - be approved.

Mrs. Penslow stated -

> That there is one angle that has not been touched yet. This has proved a really critical situation. We are up against something that must be done but we should think of the very best way to do it as, no doubt, Mrs. Bethune and Dr. Simpson have tried to do. If the teachers could have a frank and clear understanding of the situation; if it could be put to them here, we could just tell them all about the situation; make them partners so they could feel the importance of our living within our budget and that we cannot expect to go out and ask the public for funds if we are keeping teachers here on the salary for teaching three to eight hours a week. They could be told that these two courses have been suggested and ask them what they would prefer to do -- putting the choice upon them instead of laying it all on Mr. Simpson. He is now and he is going to have a lot of difficulty to meet.

At the call for a standing vote, the Resolution as stated, with amended statement, was unanimously passed.

It was stated that next year's Budget would be presented at a later meeting.

It was stated that the Summer School budget would be presented for approval at the next meeting.

Adjournment.

United Beauty School
Owners and Teachers - Conference

UNITED BEAUTY SCHOOL OWNER'S AND TEACHER'S ASSOCIATION

"A NATIONAL ORGANIZATION"

Bulletin No. 5 June 1946

Most of the Beauty Culture schools over the country have had their annual graduations and all of them were a picture of lasting beauty. Thousands of beauticians have come from these schools and much credit is due the school Owners and Teachers for their valuable work and training. Some of the recent graduations were: The DeShazor's Beauty School, Fayetteville, N. C.; Ruby's school of Cosmetology, Detroit, Mich.; Mme. C. J. Walker College, Baltimore, Md.; Kenney School of Beauty Culture, Baltimore, Md.; Garner's Beauty School, Sumter, S. C.; Mme. C. J. Walker Beauty School, Kansas City, Mo.; Apex Beauty College, New York and Brooklyn; Mme. C. J. Walker College, Indianapolis, Ind.; LaRoberts College of Beauty Culture, Brooklyn, N. Y.; Mme C. J. Walker College, Dallas, Texas; Orchid College of Beauty Culture, New York, N. Y.; Queen of Sheba Beauty School, Nashville, Tenn.; Mme. C. J. Walker College of Beauty Culture, Louisville, Ky.; Lydia's School of Beauty Culture, Chicago, Ill.; Brown's College of Beauty Culture, Chicago, Ill.; Scientific School of Beauty Culture, Chicago, Ill.; Poro College of Beauty Culture, Birmingham, Ala.; Poro College of Beauty Culture, New York, N. Y.; Dimples School of Beauty Culture, Chicago, Ill.; and LaMae Beauty College, Winston-Salem, N. C.; Sublight Beauty College, Mobile, Ala.; Mme. C. J. Walker College, Birmingham, Ala.; Cargo's Beauty School, Savannah, Ga.; Yvonne School, N. Y. C.; Almanello B. S., New York.

WHERE TO REGISTER IN NASHVILLE, TENN.

All Beauty School Owners and Teachers who plan to attend the First National meeting of our United Beauty School Owners and Teachers Association will register at our Headquarters, 413 Charlotte Ave., Queen of Sheba Beauty College, Nashville, Tenn.

Our meetings will be held at Livingston Hall Auditorium, 17th Ave. and Jackson Street, Fisk University Campus, August 12th and 13th (afternoon sessions only) 12:30 P.M. to 2:30 P.M.) as we have only two main business events; First: Election of Officers and the completion of our Sorority, The Alpha Phi Omega, and its chapters programs. As all of you remember our real first national business meeting will be held at Bethume-Cookman College, Daytona Beach, Florida, February 1947, as guest of our beloved leader, Dr. Mary McLeod Bethune, who so graciously assisted us in our beginning.

NOTE: If you did not send a birthday gift, (July 10th) a silver offering from each student and yourself, to Dr. Mary McLeod Bethune, do it at once, she will appreciate it as it will help her carry on her work at her college and over the nation that is being done free of charge for the Negro women of the world. All of us must help her. Work to build a strong and lasting national.

We will, of course, attend all the meetings of the National Beauty Culturist League, Inc., which will convene in Nashville, Tenn. at the same time and cooperate in every way to get our Graduates to join the local chapters of the National Beauty Culturists League.

The Nashville Chapter Alpha Phi Omega Sorority will help to entertain our visiting sorores, so we will be looking for you in Nashville.

Many, Many Thanks to Mme. T. B. Boyd, Eva Cordell Bowman and their Committees of Nashville, Tenn., who are preparing for us.

A Committee from the United Beauty School Owners and Teachers Association attended the Pennsylvania State Convention. It was grand, well attended and very educational. Mme. Marjorie Stewart Joyner, Mme. C. J. Walker Mfg. Co., Mme. Sarah Spencer Washington, President and founder of Apex Colleges and Mfg. Co., Mme. Cordelia Green Johnson, National President, National Beauty Culturists League, and Atty. J. Mercer Burrell, were speakers at the Pennsylvania State Convention.

Some of the Pennsylvania State Officers are: Mme. Gertrude A. Skidmore, President; Mme. Serene B. Davis Patterson, General Chairman and Directors Mme. Ruth Rolland Reed, Harrisburg; Mme Ruth Carter, Phila; W. C. Wingate and Adolph Phillips, Mme Ella Pawley and Elizabeth Watson. Hundreds of other officers were there as committees, jobbers and officers all doing a fine job.

Three big affairs, that are due much credit that have been given this year are the Southern Regional at Birmingham, Mme. Ruth Jackson and her Committee; Chicago Beauticians Central Trade Show, Mme. G. M. Brown and her Committee and the Pennsylvania State Convention, Mme. Serene B. Davis Patterson, General Chairman and Mme. Gertrude H. Skidmore, President.

SPECIAL NEWS-RELEASE FROM SCHOOLS

Garners School of Beauty Culture, Sumpter, N. C. had a beautiful Hair-style review and the public is still talking about the wonderful creations shown by the students and graduates.

Poro School of Beauty Culture held its 17th Graduation, June 23d at The First Baptist Church, Woodlawn, Birmingham, Alabama, at eleven o'clock A.M.. Fifty Graduates received their diplomas from Mrs. Ruth J. Jackson, directress of the school, assisted by Miss Wilma G. Nichols, instructor and Miss Bobbie L. Hawkins, Registrar. An Assembly Tea was given by the Birmingham beauticians Association at the Elk's Rest at 3 o'clock, the graduates were special guest. Mrs. Dorothy S. Madison, President of the Association sang "Ave Maria" most beautifully. The planning committee presented an Educational program. Each school presented a Skit on Modern Beauty Culture. The Schools participating were: Iona's School of Fairfield, Mme. C. J. Walker and Poro Colleges of Birmingham. The Committee responsible for this outstanding program were Mrs. Ruth J. Jackson, Chairman, Mrs. Barbara V. Durr, Co-Chairman, Mrs. Myria W. Kirby, Secretary, Mrs. Dorothy S. Madison and Miss Wilma G. Nichols. More than five-hundred guest attended the Assembly Tea.

Mme. Ruth M. Gause, Mme. Hattie Roark and Mme. C. B. Weems have done a fine job with their committee in Dallas, Texas, in setting up their chapter of the Alpha Phi Omega Sorority. A number of the sorors will attend the meeting in Nashville.

Mme. Carrie Cargo, Savannah, Ga., had a beautiful graduation class. She is doing splendid work in Georgia and is due much credit for her work throughout the South. The Association members send greetingsto her from the New York Regional Meeting.

Mrs. Ruth M. Gause and Mme. Hattie Roark of Mme. C. J. Walker College, Dallas, Texas and the members of their Committee are making big headway in organizing a big sorority in their city.

New Members that have joined recently are Mme. Cordelia Green

Johnson, New Jersey, Mme. Gertrude Skidmore, Philadelphia, Pa., Mme. Wright, Brooklyn, N. Y., Mme. Gussie Jones, Pittsburg, Pa., Mme. Willie Marion Perdue, New York, Mme. Edna M. Kenney, Baltimore, Md. Mme. Bernetta Fowler West, Cumberland, Va., Mme Alice Trotter, Ashland, Va., Mme Effie Bushell, New York, Mme. Bettye Brown, Mt. Vernon N. Y.;

New Chapters of Alpha Phi Omega Sorority, Louisville, Ky., Knoxville, Tenn., Detroit, Mich. and Dallas, Tex., Chicago, Ill.

New Schools that have expressed their desire to join are. Spanish School of Beauty Culture, Wilmington, Del., Dorma Lee School of Beauty Culture, Wilmington, Del., Helen Craig, Craig Beauty School, Phila., Pa., Apex College, Phila., Pa.

NEW LAW ADOPTED AT THE NEW YORK MEETING

All school owners and teachers that from this day forward, we, the heads of Beauty Culture, will bear the rightful title of (Madame) instead of (Mrs.) because we are the parent body over the shop-owners and operators, and have rightfully gained our title. Please address us as (Madame).

NEWS WANTED!

Send us your school news, in order that your co-workers know of your achievements, it will be printed free. Send news to your National Chairman, Majorie Stewart Joyner, 4703 So. Parkway, Chicago, Ill., Dept. A.

FIRST NEWS-RELEASE TO THE ASSOCIATED NEGRO PRESS

UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION HOLDS REGIONAL MEETING IN NEW YORK

The United Beauty School Owners and Teachers Association held their final regional meeting in New York City, June 21 through the 24th, guest of the New York and Brooklyn Beauty Schools. Mme. Mae Garris, President and founder of the Orchid Beauty College, our Co-Chairman, was really a delightful hostess and gave the delegates the time of their lives in her Penthouse on Riverside Drive overlooking the beautiful Hudson River.

Mme. Gertrude Thomas, president and founder of the Yvonne school of Beauty Culture gave her beautiful modern school over for the use of the regional meeting. The Students of Yvonne School acted as Hostesses at a luncheon served for the guest.

The afternoon meeting of the school owners and teachers association was held at Purdue Beauty School, one of the most modern of its kind in the country. Mme. Willie Purdue, President and founder of the school was hostess. Mme. Minnie D. Hurley, Instructor and manager of the Poro College, New York, was Registrar for the visiting delegates and Mme. Marion Fields, instructor at Almanello Beauty School acted as Secretary to the Regional meeting. The New York Committee arranged a dinner at Elsie's Restaurant for the guest, and also a sightseeing trip acquainting the guest with the city of New York. All the delegates of the Beauty School Owners and Teachers Association were guest of the Graduating Exercises of the Orchid Beauty College, New York, the LaRoberts Beauty School of Brooklyn, Mme. LaRoberts Freeman, president and founder, and the Yvonne Beauty College, New York.

Mme. Marjorie Stewart Joyner, National Supervisor of Mme. C. J. Walker Colleges and National Chairman of the Beauty School Owners and Teachers Association, was guest speaker at all three

Graduating Exercises.

Delegates attending from 38 states and the committee appointed to assist in the final formation of the United Beauty School Owners and Teachers association were: Madames Katie Wickham, New Orleans, Henrietta Sartors, Shreveport, La., Henri Anna Carrolls, Monroe, La., Maude Gadsen, New York City, Marjorie Stewart Joyner, Chicago, Minnie D. Hurley, New York City, Virginia B. Glover, New Orleans, La., Yvonne Thomas, New York City, Alice W. Trotter, Ashland, Va., Burnetta Fowler, West-Cumberland, Va., Beulah M. Ford, Albany, N.Y., Ophelia Jordan, New York City, Willie Marion Perdue, New York City, Gussie Jones, Pittsburgh, Pa., Artzmease J. Williams, Monroe, La., Carrie Taylor, Baton Rouge, La., Marion Fields, New York City, T. B. Boyd, Nashville, Tenn., Grace Murray, Springfield, Mass., Ruth Valentine, Norfolk, Va., Dorothy W. Kimbrough, Winston Salem, N.C., Effie Bushell, New York City, Bettye Brown, Mt. Vernon, New York, Ruth Rolland Reed, Harrisburg, Penn., Bernice Johnigan, Dayton, Ohio, Genevieve Crawford, Dayton, Ohio, Dovie Sweets, Cleveland, Ohio, Louise Scott, Rochester New York, Bessie Wright, Brooklyn, New York, Ella Logan, New York City, Mae Garris, New York City, Lucile LaRoberts Freeman, Brooklyn, New York, Elizabeth Surry, Brooklyn, N. Y., Edna M. Kenney, Baltimore, Md., Minnie Amy, Baltimore, Md., Ola Mae Forte, Winston Salem, N. C.

The next meeting of the United Beauty School Owners and Teachers Association will be held August 12 and 13th at Livingston Hall, Fisk University, Nashville, Tenn., at which time they will have the first national meeting of the Alpha Phi Omega Sorority of which all the Beauty School Owners, teachers and Graduates and students are members.

CONTROLLING BEHAVIOR

It was pointed out in the last article that our success in operating a beauty school or shop depends on our ability to control public behavior. Business people of today do not depend on luck for success, rather, they employ the scientific method to insure their success. Ingenius advertising men, schooled in public psychology can triple the sale of inferior products. What is their method? The ability to control public behavior depends on the amount of knowledge we have about public values and aversions. In brief, we must know what people want, or think they want, before we can supply their need.

If we set out to gain the knowledge we need we will find that all people have a set of values (the things they like), and a set of aversions (the things they dislike). Now whereas these values and aversions differ between individuals, there are some which are common to the general public, and people in business or public life center their activities around these values. Here are a few of the chief values and aversions held by our modern society.

VALUES	AVERSIONS
1. Patriotism	1. Pain
2. Cleanliness	2. Ridicule
3. Attractiveness	3. Disloyalty
	4. Poverty
4. Glamour	5. Shabbiness
5. Flattery	6. Dishonesty, etc.
6. Love of family and home	
7. Beauty	
8. Wealth etc.	

If we examine the methods used by successful people in business or public life, we will see that their activities are related to public values. During the war you probably noticed that nearly all advertisement carried a patriotic display along with the product advertised, or we might say that producers wrapped their product in the flag.

The important point is that patriotism was a foremost public value at the time. It is good business to gear your product to a high public value. Have you ever noticed the politician at election time? He poses with his family, kisses little children, promises to clean up the city and make it attractive, reduce taxes, etc. It is clear that the politician hopes to get votes through an appeal to public values. The moving picture industry is most successful in the use of this device. How many times have we walked out of a theatre disappointed at what we had seen? If the advertisement had not appealed to our values we would not have attended. The moving picture industry, like all other businesses know public values and relate their product to them.

Here then, is our secret. We must understand the publics' values and aversions and then manage our school or shop to meet these value patterns. In the next article we will set up an imaginary school and shop in keeping with the value patterns we have mentioned.

General questions will be answered in the monthly bulletin. Personal questions will be answered on receipt of a self-addressed envelope. Kindly send all mail to Mrs. Marjorie Joyner, 4703 South Parkway, Chicago 15, Illinois, Department A.

W. A. DAUGHERTY
M. A. UNIVERSITY OF CHICAGO

Dec 20
JLD

MAE WALKER PERRY, PRESIDENT

F. B. RANSOM ATTY. & MGR.

The Mme. C. J. Walker Manufacturing Company, Inc.

WALKER COLLEGE
FOR
TREATING AND
TEACHING
MME. WALKER'S
METHOD OF
BEAUTY CULTURE

MANUFACTURERS OF
MME. WALKER'S
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DALLAS, TEXAS
HOUSTON, TEXAS
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FACTORY AND GENERAL OFFICES
WALKER BUILDING

Indianapolis 2, Indiana

Branch:

Mme. C. J. Walker College of Beauty Culture
4703 South Parkway
Chicago 15, Illinois

December 9, 1946

Mrs. Mary McLeod Bethune
Bethune - Cookman College
Daytona Beach, Florida

wk before 27th

Dear Mrs. Bethune:

Our organization, United Beauty School Owners and Teachers Association, contemplates the last week in February as the time for our convention in your city on the Campus of Bethune-Cookman College. The week before would suit us just as well. We are writing now to determine just what time would be best suited to you and the college.

I am sure we will have at least 100 people in attendance and we will therefore need a person to see about the housing of these people whether in private homes or on the College Campus, which ever you think is best. We would like to know if we could make arrangements to take our meals there on the Campus or would it be better to have our meals out in the city. If you would appoint one young man and one young woman to look after these details for us under your supervision, we will gladly pay them as you heard me state in Washington, that we wanted to stated the actual drive for the construction of an additional building on your campus according to your desires while we are there in February.

on campus
1.50 per
person
per nite
.65 per
meal

Mr. Saxon
comm
Dean
Thomas
etc

I am writing to each of our members this week telling them that I expect $100.00 from each of the schools which they will bring with them to the February meeting and we are asking all the Beauty Shop Owners of the Country for $5.00 and all operators, our customers and friends for at least $1.00 each. We hope also to have in a large amount of this money by February as the information is going out to all the Beauticians and our friends this and next week.

Mr. Charles Browning and Mr. John Sengstack of the Chicago Defender has promised me the full support of their paper in making this national appeal to the Beauticians for the construction of a building on your campus in your honor for the work you have done for the

MAE WALKER PERRY, PRESIDENT
F. B. RANSOM ATTY. & MGR.

The Mme. C. J. Walker Manufacturing Company, Inc.

WALKER COLLEGE FOR TREATING AND TEACHING MME. WALKER'S METHOD OF BEAUTY CULTURE

MANUFACTURERS OF MME. WALKER'S HAIR & TOILET PREPARATIONS

BRANCHES
NEW YORK CITY
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Mrs. Mary McLeod Bethune
Bethune - Cookman College
Daytona Beach, Florida
Page 2

Negro Boys and Girls in America as well as all the men and women of America. Olive Diggs, Venice Spraggs and Mae Garris have pledged me their full support also. Any number of the clubs of the National Council of Negro Women and life members told me at the meeting in Washington that they too would like to help us in this effort. Therefore, we are trying to get started by our February meeting and complete our drive within six months.

I have been thinking about your Department in the School that teaches Business Management, but I have forgotten the Instructors names and I was also thinking that it would be a nice project for that Department to handle our Convention which would give them the actual experience that a business group should have because we would need housing, meals, the cost of housing and the cost of the meals, amusemust and Education. This is an idea that you can think about and perhaps will talk to the instructors in charge. If you will let me hear from you as soon as possible I can complete my plans and then send to you a tentative outline of just what our program of activities will be.

We want to hold our meeting for three days and then spend one day resting before going to Jacksonville, Florida, as guest of Mrs. Sophia Sparks Nickerson. Some of the delegates may want to go to Miami Beach, Florida, or other places of interest in Florida, but we would be in Daytona Beach at least four days. Oh! Yes! We would like to be the guest of Rev. Jennings at his church to one of his services. You could let me know if this will be alright with him and his church group. I hope you are well and I shall be expecting an answer from you at your very earliest convenience, I am

Sincerely yours,

Marjorie S. Joyner

Marjorie S. Joyner,
National Supervisor
Mme.C.J.Walker Colleges

MSJ/md

December 26, 1946

Mrs. Marjorie S. Joyner
National Supervisor
MMe C. J. Walker Colleges
4703 South Parkway
Chicago, 15, Illinois

My dear Mrs. Joyner:

May I thank you for your letter of December 9. I have been away from my desk here at the College and that accounts for the delay in answering.

I am grateful to you and your co-workers for the work they are doing toward meeting here at our College with regard to making a definite contribution in the form of a building.

We are happy to invite the 100 or more delegates to our campus. Our Business Manager, Mr. Maxwell W. Saxon has conferred with me and has assured me that housing will be provided here on the campus or in close vicinity of the campus. The charge for housing will be $1.50 per person per night. There will be meals at $.65 per meal. Mr. Saxon will organize a committee to care for the details and to work with you on perfecting plans. When school resumes after the vacation period Mr. Saxon will work with our Business department in order that our students may have the experience which will result from such a meeting.

There is another important meeting scheduled for the 27th of February, so we are asking you to set your meeting for the week prior - namely, anywhere during the week of February 16 - 22. Perhaps you would like to worship at Rev. Jennings Church on Sunday, February 23, 1946. I have spoken to Rev. Jennings and he will be happy to receive the group and to preach especially for them.

Mr. Saxon is interested in providing movies - perhaps a dramatic play or any other educational feature you may suggest. Please write us more in detail about your program of activities and how we can help.

Rev. W. A. Jennings may be reached at 308 McLeod Street.

Accept my sincere appreciations for all your efforts in our behalf.

Sincerely yours,

Mary McLeod Bethune

MMB/fld

"We are all working hard for this event!"
— marjorie

"mailed out 300 and more"

Seasons Greetings

UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION

"A NATIONAL ORGANIZATION"

Bulletin No. 7 December, 1946

DR, MARY McLEOD BETHUNE INVITES BEAUTY SCHOOL OWNERS TO THE WHITE HOUSE!

How can I explain the glory of our Trip to the White House? And would you have been proud of our United Beauty School Owners and Teachers Association. They were grand and looked beautiful. Thirty-two of the Officials were present at the meeting and at the White House Reception. It was indeed History Making and will long be remembered by all that had the privilege to attend.

We owe everything to our Devoted Leader Dr. Mary McLeod Bethune, for the invitation and opportunity of going to the White House. We will ever be grateful to her for all she is doing for us in America and over the World.

We want to make her Last Days the best days. We can do it by helping with her first love, Bethune Cookman College.

We want all the Beauticians of America and their Friends to send to Dr. Bethune a donation for the building we plan to help her build for the girls on the campus of Bethune Cookman College. Every Beautician is asked to give a donation of at least Five Dollars for the Building Fund and every Beauty School is asked for a donation of one hundred dollars ($100.00) or more for the Fund. Then every Beautician's Sorority and Fraternity Chapter is asked for one hundred dollars ($100.00). Next we are to act as a committee of one to contact every woman in America to donate at least a dollar or more to this Building Fund as an appreciation of Dr. Bethune's work. All money orders or checks should be made payable to Dr. Mary Bethune, and sent directly to Dr. Mary Bethune, Bethune Cookman College, Daytona Beach Florida.

Start at once to comply with these rules and get donations rolling into her office so we can have a good report for February Meeting at her College in Daytona, Florida.

We will start our Newspaper announcements next week in all the Paper of the country because every man and woman in the country owes Dr. Mary Bethune their financial support as it was her efforts that gave the youth of the country a start through N. Y. A. Some of these boys and girls were Majors, Captains and other officers in the U. S. Army and were also great Civic and Social Workers.

If you are a School Owner collect a donation from each of your students and you give your donation and send it in to Dr. Bethune at once. In this way you will receive credit in your own school name direct.

NEW HANDS WANTED!

Katie Wickham, Carrie Taylor, Maude Gadsen, Libbie Strange, Winniefred Woodland, Ola Mae Forte, Ruby Allen Trimble, Myrtle Cook, T. B. Boyd and Marjorie Joyner wouldn't let any one touch their hand that Mrs. Truman shook. They all said they were going to wear a glove on it as a keepsake. You know Katie Wickham, she meant it. SMILE. Mae Garris said she was ready for Heaven now as she had been to the White House. Wilma Nichols, (PORO COLLEGE) Birmingham, came by the way of Heaven, she flew there in an Aeroplane. She was met at the Air-

ΑΦΩ

port by a group of Beauticians. The plane was able to land even though Marjorie Joyner (thinking of her own weight) was afraid that Wilma would cause the pilot to have a forced landing. Well, he didn't, he set the plane down just as easy as if Wilma weighed eighty pounds.

Sarah Thomas (LOUISVILLE, KY.) Walker College, Allura Stams, (MEMPHIS, TENN.), our Vice President and owner of ALLURA'S Beauty College, Ella Pawley (PHILADELPHIA, PA.) Apex College, took in the Arts, Glass Chandeliers that they later found out were Crystal, and the like, while they were hobnobbing with Mrs. Bess, I mean Mrs. Truman.

Mrs. Beatrice Woodland, Louise Graves, Serena B. Davis Patterson, and Gertrude Skidmore were eyeing the hair style worn by Mrs. Truman. Don't say anything if you see them wearing a new hairdo.

Marion Gibson, (BALTIMORE) Walker College was busy seeing if the carpet was velvet. Oh yes it was velvet, she said.

Roberta Aikens, Bernice Johnigan Shepherd, Mary Bell Coleman, Sophia Nickerson, Edith Wilkens, Annie Porter, L. E. Coleman and Vergie Waters, were busy giving the furniture at the White House the once over. I feel sorry for their husbands, as they will have to buy them new furniture.

Well in all we had a grand time at the White House, seeing, looking, eating and speaking. Those names that I did not call were busy getting autographs from the two good looking men that were colored who are employed as Doormen. I thought they were Diplomats as they were so dressed up and wore medals.

BEAUTY SCHOOL OWNERS GUEST OF MRS. TRUMAN

WASHINGTON, D. C. - The United Beauty School Owners and Teachers' Association members of the National Council of Negro Women, met with the Council during its recent annual convention here, and were guests of Mrs. Truman at the White House.

In a brief conference with Mrs. Mary McLeod Bethune, NCNW President afterwards, the Association discussed plans for their own national convention to be held in February at Daytona Beach, Fla. on the Bethune-Cookman College campus.

The Beauticians are completing plans for launching a nationwide drive for a new girls' dormitory on the campus, as testimony to Mrs. Bethune of the appreciation felt by American women for her contribution to progress in education, economic opportunity and social life of the race.

Those present from over the country were Marjorie Stewart Joyner, President United Beauty School Owners and Teachers' Association; Mae Garris, Secretary-Treasurer; Libbie D. Strange, Ruby Allen Trimble, National Regional Director of Alpha Phi Omega Sorority; Myrtle Cook, Allura Stams, Gertrude Skidmore, Ella Pawley, Marybelle Coleman, Louise Graves, Beatrice Woodland, Winniefred Woodland, Katie Wickham, Carry Taylor, Mrs. T. B. Boyd, E. M. Comer, Barbara V. Durr, Wilma Nichols, Ruth Jackson, Sarah Thomas, Sophia Nickerson, Edith Wilkins, Serena B. Davis Patterson, Virgie Waters, Marion Gibson, Ola Mae Forte, Roberta Aikens, Ernestine Foster, Henri Anna Carroll, Artmease Johnson, Bernice Johnigan Shephard, Annie Porter, L. E. Coleman and Mrs. Al Trotter.

BEAUTICIANS PLAN NATIONAL CONVENTION AT DAYTONA BEACH

WASHINGTON--(ANP)--Present at the White House reception for the delegates of the National Council of Negro women, which was given by Mrs. Truman, were representatives of the United Beauty School Owners and Teachers Association headed by Mrs. Marjorie Stewart Joyner.

The beauticians, at the close of the reception, held a conference with Mrs. Mary McLeod Bethune to complete plans for their big national convention which will be held the last week in February on the campus of Bethune-Cookman College, Daytona Beach, Fla.

Prepatory to their convention, the beauticians are completing arrangements for a nation-wide drive to help secure money for an additional dormitory building for girls on Bethune-Cookman campus.

According to a representative of the association, this would prove to Dr. Mary McLeod Bethune, founder-president of the college, that the women of America appreciate the supreme sacrifice she has

made for educational, ecomomic and social opportunities for her race.".
NEWS ARTICLE RELEASED BY A.N.P. TO ALL PAPERS.

What will these women do in Daytona Beach Florida this February? My, My, the bathing suits and play clothes they plan to have.

Now that we have had a good time with celebrities we must get ready for the Southern Beauty Congress, that Ruth Jackson, Birmingham, Alabama is sponsoring with her Committee. Their show last year was the last word and everyone should try to attend it.
Private lesson classes will be held (All absolutely FREE) for all who attend.

The exact dates of the Southern Beauty Congress are printed in this edition of the Bulletin. Look for it and make plans to attend.

The Northern Beauticians plan their 10th Annual Trade Show and Hair Style Institute, in April the time to be opposite the dates of the Southern Beauty Congress. Look for these dates in the next Bulletin.

Texas plans a Southwestern Regional meeting in April. Mme. Ruth Gause, Mme. L. E. Coleman and Mme. Hogg will send us the complete information in time for our next Bulletin. All that we really wish to do is to clear all dates in order that we will not have our affairs too near the next one so we can attend all the Congresses and Trade Shows.

INTERESTING EVENTS!

The open House held by the Lydia College of Beauty Culture, last Sunday, November 30th was a grand success, free demonstrations and services were given all who attended. Mme. Lydia Adams is due much credit for her splendid work in the Beauty Culture field. Her classes number into the hundreds every year at graduation and she holds the distinction of being Chicago's youngest school-owner.

Mme. E. Clark Flores, owner of the Clark College of Beauty Culture gave a Hair Style Show December 6th at the Parkway Ballroom. Beautiful models with most outstanding styles of hair, make up and dress were an attraction of the evening. The Clark School is one of the outstanding schools of the City of Chicago and no one turns out better beauticians than this school.

* * *

Mme. G. M. Browner of the Brown College reports an extra large attendance at her school as well as Mme. Dimples Patterson of the Dimples College. Mme. Brown specializes in scalp treatment lessons along with all branches of Beauty Culture and Mme. Patterson specializes in teaching hair waving along with all branches of Beauty Culture.

We are all so happy that Mme. Horton of the Horton College is well again, she is one of Chicago's outstanding pioneers in the Beauty Culture field. Her students just gave a party in her honor. It was grand.

Scientific Beauty College, Chicago, Illinois, Mme. Catherine Frazier, President is offering Hair Style lessons as a special course along with all branches of Beauty Culture.

Mr. Cary B. Lewis, Publicity Director of Poro College, Chicago, is very sick at this time. We pray for his recovery as he has done much for Beauty Culture over the Nation.

Mrs. Ridley of Apex College is turning out some mighty fine students. All Chicago is talking about her work. Mrs. Ridley is a credit to any college.

The name chosen by the Sorority Chapter at the Neola Academy, New Orleans, La., is Sigma Beta Nu. The new members are Catherine Hypolite, Inez Collins, Gertrude Bossier, Marion Smith, Louise Beard, Cliesta Celestine and Julia Mouton. This Chapter was set up by Soror A. G. Hart.

This is my second call to Soror Jessie Hicks of San Antonio, Texas to organize us a Sorority at her school. As one of our Educational Directors we are expecting Big things from her. Any one down Texas way please notify Soror Hicks.

Please page the following persons and tell them to organize Sororities in their Schools. Mme. A.M.Long, Hamilton Beauty School, Beaumont, Texas, Mme. Minnie Knighten, Houston, Texas, Mme. J. E. Hall, San Antoine, Texas. We need the support of the wonderful people, as we are desirous of having a big representation at our National Meeting in February at Daytona Beach, Florida. I have heard from the other Texas Schools and materials are on the way to them to set up their Sororities.

Mme. Ella Ramsey an outstanding Hairstylist and Teacher of Beauty Culture at Atlanta, Ga., is head of the Poro College of that City and is doing splendid work in Atlanta. We will appreciate a Sorority set up in her College.

THE GRADUATION OF THE CRESENT SCHOOL OF BEAUTY CULTURE, DES MOINES, IOWA.

The graduation was one of the finest that the country has seen. Their President and Founder, Mme. Pauline Brown Humphery, has the only Iowa School for Colored and is doing outstanding work. Her College has one of the finest choruses of any school of the country. The members of her faculty are the countries best.

All of her graduates were dressed in white caps and gowns, and her undergraduates were dressed in white uniforms. Theu had a reception for all of their friends and classmates after the graduation and a mammouth Banquet, Formal, if you please, beautifully served with a floor show for the entertainment of the guest. All the affairs were well attended and the night of the graduation there was not standing room in the church.

Mme. Marjorie Stewart Joyner our National President of the United Beauty School Owners and Teachers Association was the Guest Speaker at the graduation of the Cresent Beauty College, Des Moines, Iowa.

We have just received a lovely set of Questions from Mme. Roena Munday, Mme. Freida Miller, Mme. Rowena Smith, Instructors of Bernice School of Cosmetology, Dayton, Ohio. They compiled these sets of questions in order that you might have an idea of what Ohio is asking students that wish to pass their examination.

Mme. Alice White Dyle a teacher of Mme. C. J. Walker College, Chicago, Illinois and also a teacher at Dunbar Trade School at Chicago, has sent in a set of questions for your information that were recently asked at the Illinois State Board.

We will appreciate State Board Questions and any State Board work that any one will send us. We will print them in our Bulletin and then pass it on to all of our co-workers.

You will be doing a great favor the profession as any number of our students migrate from one state to another and this information is valuable to you in your teaching.

Mme. Rowena Smith has also sent in two other very interesting articles that we have published in this edition of the Bulletin and we are very grateful for her interest in the welfare of the profession.

Mme. Roena G. Munday, has sent in a set of true and false questions that I am sure you will appreciate.

Mme. Dickerson of Fort Worth, Texas has just written in for information about a Sorority set up in her College. Mme. Gause of Dallas has just been assigned to help her get started.

MME. FORTNER HALL STAGES MAMMOTH COSMETIC CARNIVAL, IN INDIANAPOLIS

Mme. Mary Fortner Hall, Supervisor of Mme. C. J. Walker College, Indianapolis, Indiana gave a Cosmetic Carnival which was most unique. It was given in the beautiful Ballroom and Cassino of the Million Dollar Building which is the home office of the Mme. C. J. Walker Mfg. Co. All along the wall were artistically constructed booths that were decorated by Professional Interior Decorators. Each was a master peice of beauty.

Most of Indianapolis' large Beauty Shops were represented and they had hairstyles of the latest creations modeled by beautifully gowned models, in the fashion show which was a part of the evening program.

The carnival effect was carried out by all participants dressed in various costumes of many colors. Balloons, music and a Floor Show completed the program of amusement.

Cold Waving and Cold Curling was demonstrated by Mme. Marjorie Stewart Joyner, National Supervisor of Mme. C. J. Walker Colleges, after which Mme. Joyner addressed the audience on the new trends of Beauty Culture.

Attorney F. B. Ransom, Manager of Mme. C. J. Walker Mfg. Co., and his son, Atty. Willard Ransom, the Public Relations Director of the Mme. C. J. Walker Mfg. Co., were presented to the audience for the main addresses of the evening. Atty. Willard Ransom then presented prizes for the outstanding models.

Mrs. Violet Reynolds, the National Secretary of the Mme. C. J. Walker Mfg. Co. presented prizes to the students that had won in a Sales Contest of Mme. C. J. Walker Cosmetics.

OUTSTANDING BEAUTY CULTURE TEACHERS VISIT THE COSMETIC CARNIVAL

Spotted in the audience of the Carnival were Mme. Lenoir Hughes, Manager of the Poro College of Beauty Culture and Barber College, of Indianapolis, Indiana; Mme. Hughes is one of America's most outstanding Beauty Culture Teachers and Hairstylist.

The teachers of Walker College, Indianapolis were very busy seeing that all had a good time at the Carnival.

Mme. Emily Brooks Brazier writes a nice letter from Donaldsonville, La., and we were very glad to hear from her as she has been on the sick list. Mme. Brazier has made many beauticians and excellent beauty culture teachers and we wish for her speedy recovery so she can get back into the work of making great beauticians.

Mme. Ruth M. Gause one of the instructors of Walker College, Dallas, Texas has been sick, but not so sick that she could not set up a lovely Sorority Chapter in the Walker College.

NEW SORORITY IS SET UP IN NEW ORLEANS BY MME. HART!

Mme. A. G. Hart, Instructor and Manager of Neola Academy of Beauty Culture, New Orleans, La., has just formed a new chapter of the Alpha Phi Omega Sorority, namely Sigma Beta Nu. We wish the new chapter much success. I visited Neola Academy of Beauty Culture while I was in New Orleans and found Mme. Hart had her Instructors very busy with a large student body that was very representative of a well run College. They had a large enrollment of men and they were demonstrating hairstyling and make-up that day, you should have witnessed the affair, it was beautiful. Mme. Hart is one of America's most outstanding teachers of Beauty Culture. Mr. W. L. Cobb, President of the College is an outstanding business man of New Orleans.

Mme. Priscilla Dean Lewis, President of the Lewis Hairstyle Academy, Indianapolis, Indiana, and Mme. Lygorie Maynor Jackson, President of the Hairstyling Academy that bears her name are both pioneering in a new field, that shows our people are hairstylists just as other racial groups. Good luck to these two Blazers of new trails.

Sigma Alpha Tau is the name for the Sorority Chapter of the Dallas Mme. Walker College.

SIGMA ALPHA TAU
MME. C. J. WALKER BEAUTY COLLEGE
DALLAS 4, TEXAS

Officers

Mrs. Georgia M. Linzy	Basileus
Miss Joy Lee Hollie	Epistolean
Mrs. Velma Chaney	Grammateus
Mrs. Oney M. Edwards	Treasurer
Miss Johnnie M. Solomon	Reporter

Members

Mary Lee Lewis
Lula M. Howard
Doris Barnett
Margie Trayler
Alcine Jenkins
Mamie Tisdale
Doris Stockbridge
Ruth Gay
Mable Davis
Hope Whiteside
Ola B. Wallace
Christine McCowan
Mary Lee Daniels
Idella Williams
Pearl Mims

On September 22, 1946, Mrs. Ruth M. Gause set up a Chapter, Delta Omega, in Tyler, Texas, with a membership of eight.

Mrs. Julia Rose Thompson	Basileus
Mrs. Bertha Grismore	1st Anti Basileus

Mrs. RosaLee Hurd	2nd Anti Basileus
Mrs. Jesse M. Davis	Grammateus
Miss Coltha Browning	Epistolean
Mrs. O. L. Martin	Parlimentarian
Mrs. Marcy L. Hall	Journalist
Mrs. Ella Mae Hogg	State Regional Director
Mrs. Clentis B. Weems	State Publicity Director

DAYTON AND NEARBY CITIES BOAST OF AN ACTIVE CHAPTER

Look at the list of Sorors:

Rowena Smith
Alma Phillips
Ruth Harper
Francetta Hughes
Evelyn Johnigan
Sara Carter
Genevieve Crawford
Louise Caldwell
Nealie Pritchett
Bernice J. Shephard
Etheline Smiley
Mildred Gooden
Carrie M. Hayer
Annie M. Haithcock
Estelle Bowser
Marjorie Black
Dorothula Bankston
Ethel Thompson
Mathilda Phillips
Iola Kirkland
Memphis Reynolds
Cleo Jones
Annie Mae Porter
Annie Smith
Grace McDonald
Annie Caldwell
Lillie Miller
Frieda Miller
Catherine Peterson
Charline Hargo
Ethel Brown
Rowena Mundy
Mattie N. Baker

BESTEDA SCHOOLS OF BEAUTY CULTURE, MOBILE ALABAMA AND OTHER CITIES SEND IN THE FOLLOWING CHAPTERS

Beta Eta Chapter of the Alpha Phi Omega Sorority submits the names of their members.

Mrs. Lela Law, Mobile, Ala.
Miss Alfreda Fisher, Mobile, Ala.
Miss Margaret Archie, Crichton, Ala.
Mrs. Ernestine Patterson, Mobile, Ala.
Mrs. Florita White, Prichard, Ala.
Miss Ernestine Crawford, Mobile, Ala.
Mrs. Susie W. Smith, Mobile, Ala.
Miss Bennie Mae Sanders, Mobile, Ala.
Mrs. Julia Johnson, Mobile, Ala.
Miss Thelma Collins, Mobile, Ala.
Mrs. Fredericka Thomas, Mobile, Ala.
Mrs. Aurelia Sawyer, Mobile, Ala.
Miss Adeline Parker, Mobile, Ala.
Mrs. Francis Brown, Plateau, Ala.
Mrs. Nora Davis, Mobile, Ala.
Mrs. Vera Driscole, Taulminville, Ala.
Mrs. Minnie Lee Lofton, Taulminville, Ala.
Mrs. Helen Dudley, Mobile, Ala.
Miss Cinnie Lee Stokes, Mobile, Ala.
Miss Fidelia Oettaway, Mobile, Ala.
Miss Sennia Davis, Mobile, Ala.

This Soror is doing fine work. Read her letter:

Dear Mrs. Joyner:
I noticed in our previous bulletin that the Association is to hold the next meeting at Bethune-Cookman College, Daytona Beach, Fla. Will you please give me the exact date.

I would like very much to attend, but can only do so if I can plan my graduation here so that I can be free at that time.

This is the latest of the chain of Besteda Schools to be opened. (July 22, 1946) and to date we have an enrollment of approximately forty (40) students and two (2) taking teachers training. I also encourage my students to create original hair-styles by offering prizes for the best style each month.

Our sorority chapter, the Beta Phi Zeta is doing fine. They are studying salesmanship and have pledged themselves to support our Community House. At present we have planned a Tea and Style show, the proceeds of which will be used to purchase play ground equipment.

This chapter is composed of local Beauticians and Teachers and does not include students. Altho we hope to take in students as they graduate and in this way select only those with the necessary amount of education.

Does this put me in position to compete for the Trophy?

Hoping to hear from you soon.

Sincerely yours,
LILLIAN W. COSGROVE

SIGMA THETA CHAPTER OF MME. COLEMAN COLLEGE, DALLAS, TEXAS

Madie B. Davis	Basileus
Etta J. Harris	1st Anti-Basileus
Lucinda V. Simpson	2nd Anti-Basileus
Minnie B. Gentry	Grammateus
Ruby A. Warren	Ta/Mias

Lois M. Hamilton	Epistolean
Helen E. Wilburn	Corr. Sec'y.
Viola Callins	Antopohritis
Ethel M. Henderson	Custodian
Charlesetta Willis	Parliamentarian
Bernice McKinney	Sgt.-At-Arms
Goldie Jones	Chaplain
Mattie Mathis	Reporter

MEMBERS

- Ruth Hutchins
- Nora Lee Barree
- Odessa Pinkard
- Ethel Lee Larry
- Cathryn Kelley
- Martha Watson
- Jimmie Lee Smith

The Alpha Alpha Chapter of the Alpha Phi Omega Sorority and Fraternity of Dallas, Texas held its first gala affair Wednesday night, October 16th at the Club Bag Dad, entertaining the two Beauty Colleges fall graduates of the city. The Mme. L. E. Coleman-Lockhart Beauty College and the Mme. C. J. Walker Beauty College. The affair was well attended and enjoyed by all.

The two Colleges graduates were presented. The officers and members of the Sorority and Fraternity were presented. The special feature of the evening was Coronation. Miss Anna Richards was crowned the Coleman Queen by Mr. Lucius Davis. Mrs. Mary Lee Daniels was crowned the Walker Queen by Attorney M. Perry. Mr. Joe Fields crowned the State Queen from Maxahachie, Texas.

The Basileus Mrs. Ruth M. Gause was ill. The affair was carried out by Mrs. H. H. Jackson the 1st Anti-Basileus and Mrs. Clentis B. Weems the Espistolean.

State Director - Mrs. R. M. Gause
State Publicity Director - Mrs. Clentis B. Weems.
Dallas 4, Texas

SIGMA ALPHA TAU SORORITY
DALLAS, TEXAS

The Sigma Alpha Tau Sorority, undergraduate Chapter, Mme. C. J. Walker College of Beauty Culture, Dallas, Texas proudly boast of two queens in their membership. In a recent sales contest among students of the school, Soror Mary L. Daniels displayed the greater salesmanship ability and was crowned "Mme. C.J. Walker College Queen," by Att'y. M. R. Perry, official of the Company in a very impressive ceremony at an entertainment honoring the fall graduates of the school, given by the Alpha Alpha Graduate Chapter of Dallas, Texas.

To assist in selling tickets for a concert by the famous Southernaires sponsored by the local Branch of the NAACP, various organizations of the city entered a contest to sell the highest number of tickets. Soror Mamie Tisdale, representing the Sigma Alpha Tau Sorority, sold the largest number of tickets and was crowned "Queen" at this concert.

The following students make up this chapter: Mary Lee Daniels, Velma Chaney, Oney Mae Edwards, Georgia Mae Linzy, Jessie Lee, Mary D. Lewis, Lula M. Howard, Johnnie M. Solomon, Doris Stockbridge, Alcine Jenkins, Joy Lee Hollie, Mamie Tisdale, Ruth Gay, Mable Davis, Hope Whiteside, Ola B. Wallace, Christine McCowan, Pearl Mims and Idella Williams.

The Executive Board of Alabama Association of Modern Beauticians, held their regular meeting in Montgomery, Alabama at the Metropolitan M. E. Church. Plans were perfected for an Educational program for the Annual State Meeting to be held May 1947. The guest speaker for Editor Emory O. Jackson, of the Birmingham World. Executive Secretary of the local branch of the National Association for the Advancement of Colored People, and a member of the Publicity Committee of Southern Beauty Congress, Inc.; other speakers were Mr. Waters, representative of Adolph's Beauty Products of Montgomery, Alabama, Mrs. Celie Graham, president of the local chapters. The members of the local chapter served a delicious Turkey Dinner to all Beauticians and guests at the beautiful Wistera Club. The Executive members attending the meeting were: Jessie M. Sheffield of Dotham, Alberta Millinder of Selma, Iona J. Ward of Fairfield, Celia Graham, L. Arrington of Montgomery, Elsie Robinson, E. Addelyde McAlpine, Ernestine Foster, Wilma G. Nichols and Ruth J. Jackson of Birmingham.

The Local Host Committee of Southern Beauty Congress Inc., is making plans for a Gala Entertainment for the State Chairmans and Executive Committee who will meet in Birmingham, December 31st thru January 1st. The Chairman Mrs. E. A. McAlpine, has announced that a post-Christmas Dinner party will be given at Bob's Blue Bird Inn, one of Birmingham's classy night clubs.

All Sororities and Fraternities are requested to send in the names of all their members and please send their addresses. I cannot mail the Bulletins unless I have the Sorors and Brothers names and addresses

MEMBERS NOTE!

Please pay your membership dues. All dues are payable now. Please send it to Mae Garris, so we can finance our organization.

The Host Committee of the Southern Beauty Congress held their first planning meeting in the beautiful Greek Room of "Bob's Savoy" cafe last Wednesday night. The meeting was called by the General Chairman of Southern Beauty Congress, Mrs. Ruth J. Jackson. Twenty-five leading beauticians of Jefferson County formulates this group, who will serve as Hostesses to the great Southern Beauty Congress to be held at the beautiful Masonic Temple in the Magic City of the South - Birmingham, Alabama, April 13th 15th, 1947. Those attending the meeting were: Mrs. E. A. McAlpine, chairman, Mrs. Willie Mae Cook, co-chairman, who won the 1946 contest of The Queen of Southern Hairstyles, Mrs. B. L. Vance Birmingham, Alabama, Mrs. Veola Whiten, Fairfield, Alabama, Miss Willie Mae Grumble, Mrs. Gladys Neal, chairman of Entertaining Committee, Mrs. Alberta Bates, Mrs. Leo Cobb, Mrs. Leona Cartwright of Cartwright's School of Beauty Culture, Birmingham, Alabama, Mrs. Iona J. Ward, chairman of Courtesy Committee, Fairfield, Alabama, Mrs. Maxie Hampton, Ensley, Alabama, President of the Ensley Beauticians Association, Mrs. Dessie Kirksey of Pratt City, Alabama, Mrs. Myra W. Kirby, chairman of the Housing Committee and Mrs. Phillippi Cooper, Birmingham, Alabama. All members personally pledged their one hundred percent support to a bigger and better 1947 Congress. Mrs. Ruth J. Jackson, who held a personal interview with president Cooper Green of the City Commission (quotes); President Green as stating from the evidence of the progress of the 1946 Congress and what it meant to the Birmingham Citizens. He will gladly endorse many more of such programs presented by Southern Beauty Congress. Many new educational features will be added to the 1947 program. Leading business and professional authorities will participate on the official program. The leading Southern States will be represented by their outstanding cosmetologists. The Entertainment Committee are making their plans for gala affairs for all the visitors. Pledges have already been received from local business and professional groups. Awards will be presented several persons whose progress, achievements and services are given unlimited in their community, city, state or section. From all indications the 1947 Congress will have a huge attendance.

Thanks to Mr. Adolph R. Phillips and the staff of Beauty Briefs for all the kind things they say of the United Beauty School Owners and Teachers Association. It is men like president Adolph Phillips a great Negro manufacturer that will build race pride, education and economic security for the Beauty Culture Profession and Industry. We are glad to have him as our friend. We ask his continued support.

Mme. Sophia Nickerson, the famous Beauty College Owner of Jacksonville, Florida, has invited the Beauty School Owners and Teachers as well as the Alpha Phi Omega Sorority and Fraternities to visit her College after they leave Daytona Beach. She will have a reception for them and a sight seeing trip. All that can stay over and go to Jacksonville will be assured of a nice time. All of our officers are requested to go, as well as any one of the membership. Mme. Joyner is urging the attendance to Mme. Nickerson's reception in Jacksonville.

Mme. Lillian Robinson, President of the Lidora Beauty College, Chattanooga Tenn. is planning a demonstration and

Hair Style Show. One of her instructors makes the prettiest Vapoil Cold Waves that I have seen. Mme. Robinson's College turns out well qualified students.

Mme. E. M. Pemberton, Florida Normal Dept. of Beauty Culture is one of our very fine members and we are expecting a news article from her.

Mme. Ann Pennington, President of the Lillian Dora Beauty College, Buffalo, N. Y., had a mighty fine graduation and a large class as usual.

Professor O. C. W. Taylor is going all out to help the Beauticians of Louisiana and he is helping his wife Mme. Carrie Taylor of Baton Rouge, La., and Mme. Katie Wickham, New Orleans, La., to set up Sororities and Fraternities. Professor Taylor, is an outstanding educator and head of one of New Orleans public schools.

Mme. Rosa Nudly Kelly, Mme. Lillian Wright, Mme. Bertha Whitmore, Mme. Viola Coy, Mme. Geneva Paige, Mme. Sallie Richards and Mme. Geraldine B. Polk are hereby requested to submit news articles for the next edition of our Bulletin.

Mme. Edna Landrum and Mme. Emma Keedy, teachers of Beauty Culture, Louisville, Ky., are requested to send in some State Board Questions and Answers for the next edition of our Bulletin for all our members. Mme. Cassie Bryant will please write us some DON'TS for a Teacher, so we can pass that on. We will expect some big work from these Louisville people.

Mme. Mary E. Patterson, President of the Velvatex College of Beauty Culture, Little Rock, Ark., is sending out a mighty fine form of advertisement for her College. Now that she has them in the mail we will ask her to write us an article on Electricity that a Beauty College Teacher should know. Look for it in our next Edition.

Mme. Louise Scott of Rochester, N. Y. is asked to tell us something of her Book she has written. Mme. Scott is an outstanding Teacher of Beauty Culture and I know we will learn much from her article. Look for it.

If your College has not set up their Sorority and Fraternity start now to get things in order. A Sorority or Fraternity will do much to perpetuate the name of your school.

We are asking Mme. Edmonia Garner, President of her Beauty College, Sumpter, S. C. and Mme. Amy Surginer Northrop, Teacher of Beauty Culture, Columbia, S. C. and Mme. Mable Jackson, President of her College, Portsmouth, Va., to write us an article on Personality for Teachers, for our next Bulletin.

Will you as a teacher or Owner of a Beauty College please send in news of your College and students and will the various Sororities and Fraternities send in News for the Bulletin or articles of interest.

Mr. Fred Redmon, our National Director of the Alpha Phi Omega Fraternity wants you to set up new Fraternities. His address is 807 Wood Street, The Egyptian Beauty College, Nashville, Tennessee.

Mme. Ruby Trimble, 233 Handcock East, Detroit, Michigan, is head of our Sororities. Her school is the Ruby University of Beauty Culture. She wants you to set up a Sorority, SOON.

Mme. Lois Harris, one of the Teachers of the Mme. C. J. Walker College, Chicago, Illinois has worked very hard to help set up the New Sorority Chapter at Walker College. It is known as the Alpha Chapter. Mme. Harris is the countries foremost Marcell Wave Teacher and Hair Dye Expert Instructor.

Mr. Gene Will, a G. I. Senior Student at Walker College Chicago has been the guiding spirit that has made the big Fraternity at Walker College; in a few weeks we will be able to present the group to the public at a Christmas Party at Parkway Ballroom.

Mme. Jacqueline DeShazor, President of the DeShazor Beauty Colleges, Durham, N. C. has sent in marvelous reports from Sororities. They are making nice showings in North Carolina in membership in the United Beauty School Owners and Teachers Association. Mme. Ola Mae Forte, has done splendid work also as well as all their co-workers. Mme. DeShazor and Mme. Forte are leading the country in organization work.

Mme. Virginia B. Glover, President of Glover College, Inc., the oldest College in New Orleans has been busy looking up registered Teachers for the organization, as we are interested in securing all the membership of all registered Beauty Culture Teachers in America as our members.

Mme. Cornelia Lacy, Ohio's only Negro Inspector of Cosmetology has been very busy helping the Beauty Shops of Ohio get their separate entrances if their shops are in their homes. Mme. Lacy is very helpful to all the beauticians and acts as their Big Sister. Mme. Lacy is not only a successful Teacher of Beauty Culture but an excellent mother. Her daughter is a college graduate and holds a big position in Dayton, Ohio. We are saying this as many Beauticians have educated their children from Beauty Culture work.

Mme. Pinkie L. Henry, Supervisor of Mme. C. J. Walker College, Austin, Texas has made plans to set up a Sorority. Mme. Henry just recently had a beautiful graduation and her classes are large and well attended. Mme. Henry has won many trophies for outstanding hairstyles. She is one of the country's foremost Teachers of Beauty Culture.

The Lady Alice Beauty College, Knoxville, Tenn., has just had a Pre-Holiday Demonstration; it was well attended. Lovely hairstyles were the feature of the evening. Mme. Lillian Wright is President and she is one of the country's Beauty Experts.

If you have not sent in for your Sorority Pin, do so at once, as it takes a month at least and more to receive them from the jewelry firms and then they must be sent to you. If you send for a pin make the money order out to Marjorie S. Joyner. If you are paying your dues (which are due now) make that check payable to May Garris, 2011 Seventh Avenue, New York, N. Y. The office of the National President is 4703 South Parkway, Chicago, Ill.

Mme. Jordon, a teacher in the Almanella Beauty College was a visitor to Chicago and had a stay with Mme. Joyner.

Ivory Maye Biggers, Joe Ann Lacy, Margaret Johnson are new members of the Gammo Rho Sorority, Dallas, Texas, at Mme. Coleman College.

Mme. Ella Moye Hogg, State Regional Director of Alpha Phi Omega Sorority, has set up the Sigma Theta Chapter, Dallas, Texas Mme. Coleman College.

Our Sorority Song and Pass word will be given us at our meeting in Daytona Beach, Florida.

CHICAGO, ILLINOIS CHAPTERS

The Alpha Phi Omega Sorority and Fraternity held their first Chicago initiation, Friday, November 8th, at Mme. C. J. Walker College of Beauty Culture.

Over 200 girls were made into the Sorority and 46 men were made into the Fraternity. They immediately launched plans for their national project of writing the history of the Negro Beautician and the sponsoring of a Toy Lending Library which will be housed at the Washington Park Field House, and they will work in connection with the Women's Committee of the Washington Park Community.

The sponsors of the Chicago Sorority were HuLois Harris, Alice White Dyle, Emma C. Handy, LaVerne Brooks, Ann Douglas Fook, Ruth B. House, Lillian Larry, Mattie Duckett, O. F. Brogsdale, Susie J. Rose, Marjorie Stewart Joyner, Mollie Mickle, Lygoria Maynor and Eva Scott White.

Beauticians made were Graduates and Students from Dunbar Vocational School, Mme. C. J. Walker College, the School of Hairstyling and a number of beauticians from other accredited Beauty Culture Schools.

The Alpha Phi Omega Sorority and Fraternity also made plans to help in the initiation of the students from Dimples' Beauty College, Scientific School of Beauty Culture and the West Side Beauty Shop Owners Association.

The Alpha Phi Omega Sorority and Fraternity is one year old and already have 97 chapters. The last meeting was on Fisk University Campus and the next meeting will be held at Bethune-Cookman College, Daytona Beach, Florida, and this will be in February, 1947.

Mr. Morriss of the Morriss College of Beauty Culture, Chicago, Ill., and Mr. Fred Redmond, Nashville, Tenn., are the two men of the country that hold exclusive titles of the only men of the country that pioneered the field of Beauty Culture as owners and teachers. Their Colleges top the country in turning out fine hairstylists.

Mrs. Ruth Roland Reed of Harrisburg, Pa. is making plans for her graduation. We will have the exact dates for our next edition of the Bulletin, as we want all the members that are in the East to attend this affair. Mme. Marjorie Stewart Joyner will be the guest speaker and will demonstrate all late hair styles at a Meeting of Beauticians the day after Mme. Reed's graduation, in Harrisburg.

We haven't heard from Mme. Alma West (Apex College) Washington, D. C. or from Mme. Clarice Bright (Margaret Murray Vocational School) Washington. We would appreciate news from them. Mme. Al Trotter, President of the Al Trotter College of Beauty Culture, Ashland, Va., attended the National Council of Negro Women at Washington, D. C. Mme. Trotter is making plans for a meeting of the Virginia Beauticians to join our National Sorority, The Alpha Phi Omega, and we will also call a teachers meeting in Virginia of all the Beauty School Owners and Teachers. Mme. Trotter is due much credit for her progress in the Beauty Culture Field.

Mme. Barbara Vesta Durr, Mgr. of the Mme. C. J. Walker College, Birmingham, Ala., has moved into a beautiful new building. All the Walker folks are very happy.

Mme. Doris Johnson Bailey, President of the Scientific College of Beauty Culture, Gary, Ind., has moved into her new building. The new school headquarters are beautiful and a great credit to Mme. Bailey. She has a fine set of teachers, one a young man by the name of Mr. Eddie Gray an outstanding hairstylist and an Anatomy Teacher of note, he is quite an asset to Mme. Bailey's College.

We were able to set up a nice Sorority in Gary, Indiana through the efforts of Mme. Bailey.

Mme. Emely Joel, St. Louis, Mo., President of Mi Ladies College of Beauty Culture has for many years been an outstanding figure in the Beauty Culture world. Every day we get marvelous reports from over the country from her former graduates and students as to her valuable training, they have received from her. Good work Mme. Joel. Keep it up.

Mme. Rosetta Brown Gardner is so busy with her new husband that she has forgotten to send in news for her article that she so earnestly promised me, if I wouldn't say anything about her being in love with her new husband. Did I say new, well they have been married for more then two or three years. Mme. Gardner teaches at R. T. Coles Vocational High School, Kansas City, Mo. She has charge of the Beauty Culture Dept., and is an expert in hairstyling and make-up. She is a Mme. Walker graduate of Chicago and quite a credit to the Beauty Culture Profession.

We send our sympathy to Mme. E. M. Comer of A and M College, Tallahassee, Fla., whose mother has been very ill. We do hope that she is better at this time. Mme. Comer has charge of the Beauty Culture Dept., of A and M College. Her school is the cleanest one I have seen in the country. If ever you are down that way drop in and see her and her classes. She is an expert teacher in all branches of Beauty Culture.

We have just heard of the passing of the husband of Mme. Bernice Johnigan Shephard owner of the Bernice College of Beauty Culture, Dayton, Ohio. We extend to her our deepest sympathy. Mr. Shephard was a wonderful man and was a highly trained executive and he will be missed at the school and in the home.

We have just received the word that Mr. Carry B. Lewis passed. He had been reported sick. He will be remembered as the Publicity Director of Poro Colleges.

The Unique College of Beauty Culture, of which Mme. Helen Brooks Graines is the President is one of Chicago's busy spots. Her students are noted as expert hairstylists and they all make high marks at State Board Exams.

Mme. Christian of Austin, Texas has long been one of America's Pioneer Beauticians and the history of Texas will never be written without the record of what Mme. Christian has done for Beauty Culture. Thousands of beauticians have been made by Mme. Christian.

MEMPHIS, TENN., HAS A NEW SORORITY CHAPTER!

Mme. G. Morgan Young, Memphis, Tenn., has just sent in a new chapter for the Alpha Phi Omega Sorority. They have twelve new Sorors, namely: Carrie B. Tucker, Irene Nelson, Mable Hughes, Catherine

* * * * * *

Metcalf, Annie Garrison, Dorothy Taylor, Mildred Thompson, Laura R. Tyus, Idella McNichols, Pearl S. Allen, Lena C. West, Zula Courthers. We are expecting big things from these Sorors as they were set up by one of the country's most outstanding beauticians, Mme. Gold S. Morgan Young.

Mme. Lygoria Maynor Jackson, one of the country's outstanding hairstylists is collecting History of Pioneers in the Beauty Culture Field. If you know of any in your city send it in to Mme. Maynor Jackson in order that she can have a complete record.

Mme. Mae Garris, our National Secretary Treasurer and Mme. Maude Gadsen, N.Y.N.Y. held a mammoth mass meeting of all the beauticians of New York to register all New York Beauticians before December 30. Mme. Marjorie S. Joyner was a guest speaker at the meeting which was held at the New York Beautician Home. This home was bought by the leadership of Mme. Garris and Mme. Gadsen.

Mme. Willie Mae Young of the Forest O' Banion School, Louisville, Ky., has just sent in a new sorority chapter. They have a big fraternity chapter in Louisville, Ky., also. Mme. Young is doing great work in the Alpha Phi Omega Sorority and with the Alpha Phi Omega Fraternity.

Mme. L. E. Coleman celebrated her 25th Anniversary November 19th through November 24th. All Texas attended and gave honor to Mme. Coleman for her outstanding achievements. A full program with all business, professional and civic leaders paid tribute to Mme. Coleman as well as her former graduates and student body.

THE NATIONAL CONVENTION OF UNITED BEAUTY SCHOOL OWNERS AND TEACHERS, ALPHA PHI OMEGA SORORITY AND FRATERNITY WILL BE HELD AT BETHUNE-COOKMAN COLLEGE, THURSDAY FEBRUARY 27TH - FRIDAY, FEBRUARY 28TH SATURDAY, MARCH 1ST AND SUNDAY, MARCH 2ND 1947

THE DELTA THETA SIGMA CHAPTER OF THE ALPHA PHI OMEGA SORORITY ENTERTAINED LAST MONTH

MME. ANNIE TURNBO MALONE HONORED

The Delta Theta Sigma Chapter of the Alpha Phi Omega Sorority entertained eight guests with an elaborate breakfast from 8:30 A.M. till 9:30 A.M. November 4, 1946 at the home of Soror Ruby Rowell, 1383 Woodbine Street.

The occasion specially honored Mme. Annie T. Malone who is president and founder of the Poro College in Chicago, Ill.

The living room was decorated with beautiful chrysanthemums and pink gladiolus arranged in glass cut vases.

Soror Rowell who is Grand Basileus of the Delta Theta Sigma Chapter of the A. P.O. Sorority and her Sorors: Pinkie Hale, Nonnie Mae Govan, Ardella Whitman, and Ruby Brown were gowned in black crepe dresses with white accessories.

The table was laid with a cream lace cloth, the center decoration was of yellow and bronze chrysanthemums arranged in a glass cut bowl. The guests were: Mrs. Norman, Mrs. Mattie Taylor who is reporter for the Alpha Phi Omega Sorority, Memphis, Tenn., Mrs. Eunice Bruce who is founder and president of Streamline Beauty School, Mme. Allura G. Stams who is Anti-Basileus of Alpha Phi Omega. Mrs. Katherine Brown who is the state inspector of the Tennessee State Board of Cosmetology. Mrs. Sewell a visiting Soror, the wife of one of our outstanding Dentists, Dr. Sewell.

A gift of appreciation was presented by Soror Nonnie Mae Govan to Mme. Malone; which was a beautiful scarf of dubonnet Roses with gray background.

HAPPENING DOWN SUNLIGHT WAY

Sigma Omicorn of Alpha Phi Omega, that you remember would be our chapter down at Sunlight Beauty School in Mobile, Ala. have the following officers: Mrs. Bernice Chapman, Miss Grace Coleman, Miss Pattie M. Jackson, Mrs. Katie Lee Harries, Mrs. Viola Cunningham, Miss Willie M. Johnson, Mrs. Elizabeth Cook, Mrs. Lottie Bryant, Mrs. Essie L. Gills, Mrs. Nellie Wilson, Miss Willie M. Cox, Rosa L. Jones, Martha Ray and Delia McGrew.

Soror Celestyne M. Pharr served as organizer and will be advisor to the chapter. All of the Sorors voiced this sentiment "This is what we have wanted for such a long time." Our chapter will meet again December 4, 1946 at the Y.W.C.A. in the Pink Room. Soror Pharr will be hostess at this time and we are going to bring six pieces of fruit and a toy for the cripple children's Christmas tree here in the school. The girls had a radio quiz program Wednesday morning, it was so very much fun.

IOTA LAMBDA CHAPTER OF THE ALPHA PHI OMEGA SORORITY, WINSTON-SALEM, N. C.

The members are as follows: Mrs. O. M. Forte, Miss Annie Rose Moore, Miss Angeline Vaughn, Mrs. Sarah Broome, Mrs. Dorothy Clark, Mrs. Dorothy F. Kimbrough, Miss Gussie Stowe, Mrs. Kathleen Randall, Miss Ellen Moore, Mrs. Hannah C. Bryant and Mrs. Vivan Massey.

Letter to Mme. Marjorie S, Joyner from the Queen of Sheba School of Beauty Culture:

November 26, 1946

Mrs. Marjorie S. Joyner
c/o Mme C. J. Walker College
Beauty Culture
4703 South Parkway
Chicago, Illinois

Dear Mrs. Joyner:

Enclosed please find money order for eighty-four ($84.00) dollars for eight Sorority pins. Send all pins to me at the above address. The name of our Chapter is the Sigma Chapter (Graduate). The names for the pins are as follows: Mrs. T. B. Boyd, Mrs. W. L. Ward, Mrs. Helen Bridgeforth, Mrs. Maybelle Morris, Mrs. Myrtle Jordan, Mrs. Nell Birdsong, Mrs. Flossie Ridley, Mrs. Josephine Brown.

I am hoping that we will get them as soon as possible. Our Chapter is doing nicely. We are sponsoring a musical recital on December 5th for the purpose of making our contribution to the Bethune Cookman College. We are also planning a nice affair during the Christmas holidays.

Looking forward to having you with us in the spring, of which I will let you know our plans later.

Very truly yours,
Mrs. T. B. Boyd

Soror Celestyne M. Pharr, Mobile and Lanett, Ala., has just added her name to our list as a demonstrator for our Schools Association. She has also set up a number of Sororities that are doing fine.

Soror Mariam Saunders, Secretzry of the Delta Omicron Mu Chapter of the Alpha Phi Omega Sorority, Savannah, Georgia sends in a nice letter of their activities. We are sure of their success as they have as their director Mme. Carrie Cargo one of America's foremost Teachers of Beauty Culture and School Owner.

Soror Libby Strange sends in the additional name of Soror Mary Will Young of Chattanooga, Tennessee.

Soror Edith Wilkins, Cleveland, Ohio sends in additional names for Epsilon Kappa Nu chapter and reports that they will have interesting news for our next Bulletin.

Soror Ola Mae Forte, Basileus of Iota Lambda Chapter, Winston, Salem, N. C. sends in a nice report of their activities, as well as the names and addresses of the members.

I am taking this opportunity to ask all Sorority Chapters to please send me (Marjorie Stewart Joyner) National President all the names and addresses of all the members as I cannot complete my files without addresses or can I mail these sorors their Bulletin, as I have promised. Please send all names and addresses at once.

The Psi Phi Omega Chapter of Allura's Beauty College, Memphis, Tenn., has written Soror Trimble and Soror Veterine Baines will be reporting soon as the head of the Allura College is our First Vice President. Now you know why we will have a most outstanding report, as Soror Allura Stams always tops the list when it comes to doing things.

Soror Willie Mae Young of the Faust O' Bannon School, Louisville, Ky., reports that both the Sorority and the Fraternity are doing excellent. They have ordered their pins.

NOTICE! When you order pins send the $10.50 directly to Marjorie Joyner with check made payable to Marjorie Joyner. It takes at least a month to get pins as they are not made up without being paid for in advance. Get your Chapter to send for theirs, as we are not sure how long they will let us have them at this price, as you know everything is taking a jump in PRICE.

TEACH BRUSHING AND ITS BENEFITS

by Rowena Smith

Few people realize the importance of a correct diet in regards to the health of the hair. Vitamin C & D are the two main elements, needed by the hair in order to grow, and these particular vitamins are to be had in milk and citrus foods. Eat them regularly and plentifully. To aid the scalp further, to make it more pliable, flexible thereby inducing the hair to grow, is brushing.

The flexibility of the scalp depends on the greater amount of subcutaraneous tissue that lies beneath the dermis.

The brushing before a shampoo should be thorough and extra service, distinct in its own right, rather than as a part of the shampoo. Heretofore and still practiced by many, brushing has played a minor role in the shampooing of hair; viz sometimes apply liquid shampoo and work up the lather.

Before actually beginning the shampoo, take at least 10 or 15 minutes to relax the patron. Prepare your patron, neck strip, apron, etc., comb the hair free from snarls and tangles, notice the condition of the scalp and hair.

Section the hair in four sections, part from front to rear and from ear to ear. Begin at the front section to lift the dandruff. In order not to harm the scalp with the sharp teeth of the comb, place the comb in the part at an angle and proceed to raise the dandruff with a rotary movement.

After finishing each section, thoroughly brush the hair, each section separately. Hold the hair between the thumb and fingers and brush the hair on either side. Finish the entire head in the same manner. Do not brush too severely; this brushing is intended to benefit the hair. A brushing should follow the pressing as part of a massage. You will find that the steps mentioned will be to your advantage and the advantage of the patron. The results will be readily noticeable.

BERNICE'S SCHOOL OF COSMETOLOGY, DAYTON OHIO
One of Our Weekly Tests Given to Our Evening Jr. Class.
Mrs. Roena G. Mundy, Instructor

ELECTRICITY AND LIGHT THERAPY

True or False

1. The law of electricity states that oppositely charged poles repel each other.
2. Electrolysis require a high-frequency current.
3. A volt is a unit of electrical pressure.
4. A direct current is a faradic current.
5. Rays emitted from a carbon arc lamp are ultra-violet rays.
6. Copper is never used as a conductor.
7. The heat element in sunlight is called infra-red.
8. The negative pole of galvanism is alkaline in reaction.
9. An insulator always conveys an electrical current.
10. High frequency treatments may not be given after an application of oil.

SKIN, SCALP AND HAIR DISEASES

1. Carbuncles are caused by a germ.
2. Scabies refers to head lice.
3. Scalp hair is known as hypertrichosis.
4. Symptoms of aleopecia areata and aleopecia senilis are the same.
5. Acne rosacea affects the sweat glands.
6. Oily foods tend to aggravate a dry condition of the skin.
7. A macule is the same as a freckle.
8. Sebum keeps the skin lubricated and pliable.
9. Objective Symptoms are visible and hence can be treated by a beautician.
10. Favus is a form of ringworm.

ANSWERS

ELECTRICITY AND LIGHT THERAPY

1. False, 2. False, 3. True, 4. False,
5. True, 6. False, 7. True, 8. True,
9. False, 10. False.

SKIN, SCALP AND HAIR DISEASES

1. True, 2. False, 3. False, 4. False,
5. False, 6. False, 7. True, 8. True,
9. False, 10. True.

DYING AND BLEACHING

Q. What causes hair to become a harsh black with a reddish cast?
A. A Compound henna and sometimes a Paraphenylinediamine and amonia dye.
Q. What is meant by a drab tone?
A. A dull and lifeless color.
Q. What is a Warm tone?
A. One with reddish lights.

DYEING AND BLEACHING (continued)

Q. Which portion of the hair is the first dyed?

A. The portion which was last softened.

Q. Upon what does the proportion of amonia depend in bleaching?

A. It depends upon the texture and color of the hair. Course and dark hair require a stronger solution.

Q. Is white henna a bleach?

A. No, it is powdered magnesium corgonate and is used to mix with a bleaching solution to form a paste in order to hold the solution.

Q. Is it satisfactory?

A. No as it makes it impossible to watch the shade develop.

CHEMISTRY

Q. What is bicarbonate of soda?

A. It is a precipate made by passing Carbon dioxide gas through a solution of Sodium carbonate.

Q. What is the common name for Potassium Hydrioxide?

A. Caustic Potash.

Q. What substances are commonly used to soften water?

A. Borax and washing soda.

MISCELLANEOUS

Q. Tuberculosis is a disease of the gland.

A. Lymph

Q. The act of conveying food to the mouth is

A. Prehension

Q. The ductless glands work as a unit.

A. Endocrine.

Q. Why should we be certain that a sore on the mouth is a fever blister?

A. Because a fever blister and a cancer sore (which characteristic of syphilis appear alike.

Q. Name and shape 3 general forms of Bacteria.

A. Cocci, Bacilla, Sperilla.

Q. Name 2 pus forming Bacteria.

A. Streptococcus and Staphylococci.

Q. Tell what a human disease carrier is.

A. One who looks healthy and may not actually be sick, but can carry the germ and give it to some one else.

Q. What will destroy Bacteria?

A. Strong acids, intense heat, strong alkalines, disinfectants and boiling and steaming and burning.

Q. Define bones.

A. Bones are the framework of the body. They are the hard structure and are made of part animal and mineral matter.

Q. Describe 4 different kinds of joints.

A. Pivot, as in the head, Ball and socket as in the shoulder, Gliding as in the wrist, Hinge as in the elbow or knee.

Q. Name the bones of head and face.

A. Occipital, frontal, ethmoid, sphenoid, 2 temporals and 2 parietals. FACE: 2 turbinal, 2 Lacrimals, 2 superior maxillaw, 1 Inf. maxillae, 2 zygomatics, 2 palatines, 2 nasals, 1 vomer.

Q. Give the location of the frontal and occipital bones.

A. The frontalis is the forehead and the occipital is the base of the skull.

Q. Name the muscles of the scalp.

A. Epicranium or occipital frontalis.

Q. Name the muscles of the nose.

A. Posterus, Nasalis, dilator naris, sup. and inf. depressor septi.

Q. Name the muscle of the ear.

A. Auticularis sup., auricularis ant. and auricularis posterior.

Q. Name the muscles of the mouth.

A. Orbicularis oris, mentalis, squad. labii inf. and sup trianularis.

STATE BOARD QUESTIONS

Asked at the last Illinois Examination
by Alice White Dyle
Can you answer them:

1. What is a hair bulb composed of?
2. What is the purpose of the Faradic Current? What is the main effect?
3. Which pole of the Galvanic Current lessens the action of the sebacious glands?
4. Name four important nerves you come in contact with wheh giving a scalp massage?
5. What is a rheostat?
6. What is a converter?
7. What is the health board ruling in regard to shampoo bowls and basins?
8. What date should a beautician renew her license?
9. What is antiseptic and Ohm?
10. Name the skin glands.
11. Write five lines on blood.
12. Where is blood purified?
13. Name three blood vessels.

14. What is the function of lymph?
15. What is the function of blood?
16. Would you use the blue light to force in oils and lotions? Explain your answer.
17. What is the function of skin?
18. What different methods is the Tesla high frequency used?
19. How can the bleaching action be stopped?
20. Name the muscles of mastication.
21. What benefits are derived from facial massage?
22. What methods would you use to stimulate the scalp?
23. How would you keep tools sterilized after they have been washed and sterilized?
24. What precaution would you use before giving a cold wave?
25. Name 3 types of Alopecia.
26. What is a tendon?
27. Name and give function of scalp muscle.

BETA SIGMA THETA SORORITY, MONTGOMERY, ALABAMA SENDS IN THEIR CHAPTER NAME AND MEMBERSHIP. HERE IT IS!

Mrs. Ella F. Lusane, Mrs. Willie M. Fitzpatrick, Mrs. Laura Reed, Mrs. Louella Powell, Mrs. James E. Beasley, Mrs. Annie Richardson, Mrs. Cassie Sharp, Mrs. Rena Williams, Mrs. Katie Miller, Mrs. Dorothy Gill, Mrs. Quintella Paterson, Mrs. Bertha Smith, Mrs. Idessa Williams, Mrs. Mary E. Lowe, Mrs. Callie Jackson, Mrs. Oteil Relf, Mrs. Mattye Russel, Mrs. Catherine Hardy, Mrs. Janie Grady, Mrs. Wynonie McLenney, Mrs. Lucile Hazzard, Mrs. Fannie Bibb, Mrs. Lucora Jeter, Mrs. Beautie M. Johnson, Miss Mildred L. McElderry, Miss Willie DeLoach, Miss Inez Johnson, Miss Peggy Simmons. Mr. Lloyd Arrington, Mr. Wilson Williams, Mr. John Clayton.

CIRCLE THESE DATES ON YOUR CALENDAR

THURSDAY, FEBRUARY 27TH, FRIDAY, FEBRUARY 28TH, SATURDAY, MARCH 1ST AND SUNDAY MARCH 2ND, 1947

THE NATIONAL CONVENTION OF UNITED BEAUTY SCHOOL OWNERS AND TEACHERS AND ALPHA PHI OMEGA SORORITY AND FRATERNITY WILL BE HELD AT BETHUNE COOKMAN COLLEGE

THURSDAY - FEBRUARY 27, 1947
FRIDAY - FEBRUARY 28, 1947
SATURDAY - MARCH 1, 1947
AND
SUNDAY - MARCH 2, 1947

320 Johnson St.
Columbus 3, Ohio
Feb. 2, 1947

To whom this may concern:

I am writing concerning a reservation for the United Beauty School Owners and Teachers Association and the Alpha Phi Omega Sorority and Fraternity.

Obliged Ruby Hunt
320 Johnson St.
Columbus 3, Ohio.

IONIA COCHRELL
PRESIDENT AND MANAGER

APPROVED AND REGISTERED
SCHOOL OF BEAUTY CULTURE

VISITORS ALWAYS WELCOME

Ionia's Poro Beauty School

PHONE 9-4348
748 Williams Avenue
MEMPHIS, TENNESSEE

Saxon

Feb 3, 1947

Dr. Mary McLeod Bethune
Bethune Cookman College,
Daytona Beach Fla.

Dear Madame:-

In reply to your call, I am writing for reservations for five during the United Beauty School owners and Teachers Association. You will find the names and addresses on the following page. We leave Memphis, Tuesday nite Feb. 25th arrive in Daytona, Thursday morning at 1:01 A.M. Feb. 27th We would like a reply giving us instructions Thanking you in advanse

Your truly.
Ionia Cochrell

Mrs. Mitchell

931 Atcheson St.
Columbus 3. Ohio
February 6, 1947.

Dr. Mary McLeod Bethune,
Bethune-Cookman College
Daytona Beach, Florida.

Dear Madame:-

Kindly reserve a room for me for the Convention, also one for my brother Mr. Bruce H. Hull who is driving down with me. He may arrive in Daytona on the 26th according to our schedule.

Very gratefully yours,
Soror Ruth H. Pauletti
Graduate Chapter
of
Phi Zeta Mu Sorority
of the
Alpha Phi Omega.

PHONE 2-1366

EUNICE R. BRUCE, PROP.

STREAMLINE BEAUTY SHOP AND SCHOOL
1224 JACKSON AVENUE
MEMPHIS, TENN.

Mr Sofon
~~Mrs Mitchell~~

Feb. 6, 1947

Dear Dr. Bethune,

Please save space for four ladies in the same room or near as possible, Namely

Mrs Ruby Rowell, Memphis
" Pinkie Hale " "
" Eunice Bruce " "
" Mary E. Patterson Little Rock, ark

Will be there Feb. 26, 1947.

Thanks
Mrs Eunice Bruce.

Mrs. Mitchell
Mr. Sofon
McAllister
Dean of men
Ford
Mr. Francis

W. L. COBB, PRESIDENT
A. G. HART, SECTY. & INSTRUCTOR

MAGNOLIA 9184

NEOLA ACADEMY OF BEAUTY CULTURE
REGISTERED
605 SO. RAMPART STREET
NEW ORLEANS 13, LA.

Mr. Saxn

Feb. 6th 1947.

Bethune-Cookman College,
Datona Beach, Floirda,

Dear Dr Bethune,

Will you please make reservations for me at prices given for the days and nights thru out the session. I will thank you, if thru your secretary any Fiskites, who may be living in your city, could be contacted. I would be glad to meet some.

Yours,
A. G. Hart.

"WE TEACH EVERYTHING IN THE BEAUTY CULTURE LINE"

APPRECIATION ....BUILDING FOR DR. BETHUNE

SIGMA OMICORN
OF
ALPHA PHI OMEGA SORORITY
371 Dunbar St
~~803 Davis~~ Avenue
Mobile 16, Ala.

371 Dunbar St

February 7, 1947

Dear Friend:

In January '47 the Council of Negro Women, United Beauty School, Owners & Teachers Association, Beauticians, the Alpha Phi Omega Sorority and friends of Dr. Mary McCloud Bethune, launched a drive to erect a dormitory for girls on the Bethune Cookman College campus (this building is to be a token of appreciation for the many things Dr. Bethune has done for the race). We are appealing to you for a donation for this cause.

Enclosed you will find a blank, fill out and along with your donation send to the : Sigma Omicorn Chapter, of the Alpha Phi Omega Sorority, 803 Davis Avenue, Mobile 16, Ala.

We would appreciate the sending of your contribution by the twenty-third of this month.

THANK YOU!!

Yours truly,
Celestyne Pharr
(Mrs) Celestyne Pharr
President of Sigma Omicorn
Chapter

NOTE WELL: Make the check payable to Bethune Building Fund Daytona Beach, Florida.

NAME N. J. Lamar
ADDRESS P. O. Box 507
CITY Monroeville Ala
AMOUNT CONTRIBUTED $ 2.00

(Any amount highly appreciated)

Beauty Culture — A Vocation of Happiness and Independence

SUBJECTS TAUGHT

Facials
Dyeing
Pedicuring
Singeing
Haircutting
Salesmanship
Sterilizing
Shampooing
Comb Pressing
Anatomy
Hygiene
Manicuring
Marcel
Scalp Treatments
Finger and
Croquignole Waves
Permanent Waving
Electricity

also

Post Graduate
and
Teacher
Courses

Sunlight School of Beauty Culture
1011 N. W. SECOND AVENUE
MIAMI 36, FLORIDA

Mr. Saxas

February 8th, 1947.

Bethune Cookman College
Daytona, Beach, Fla.

Dear Madam:

I hereby make application for reservation Feb. 27th, through March 2nd, 1947 Re:-United Beauty ~~Beauty~~ School Owners & Teachers Association, Convention.

Respectfully yours

L.A. Julius

L.A.Julius.

209 Swiss ST
San Antonio-2 Tex
Feb 8-47

Dr Mary McLeod Bethune

I am writting asking for reservations about the 26 or 27 of Feb as I am expecting ta attend our National Convention in your College and I am enclosing a stamped envelope for return information Please tell me what kind of ~~clothes~~ I should wear or Bring to Florida as I haven't ever been in That State

Yours Obliged
Mrs Maggie Jones

GRO - LOX BEAUTY PRODUCTS
CONTAIN 100% PURE VALUE - PLUS QUALITY
Laboratory: 5109 Broad Street, E. E.
PITTSBURGH, PENNA.

Fe
Febuary 9th. 1947

DR. Mary McLeod Bethune.
President Emeritus
Bethune-Cookman College
Daytona Beach
Florida.

DR. Bethune

Will you please reserve a room for me for the National Conv Convention of the United Beauty School Owners and Teachers Association Febuary 27 to March 2nd. 1947.

Also meals

Very truly yours

Mme Gussie L.Jones

Mrs. Mattie E. Henson
1466 Hildreth Avenue
Columbus 3, Ohio

Feb. 10-47.

Bethune Cookman College.
Daytona Beach, Fla.

Dear Mrs. Bethune:

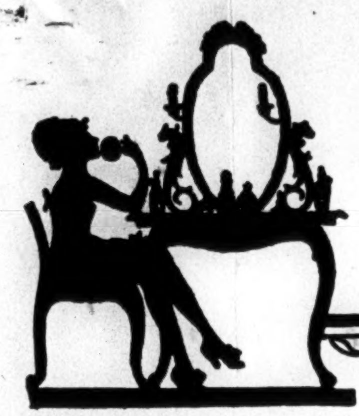
I plan to attend the National convention of School Owner's and Teachers to be held Feb. 27-28 Mar 1-2 on your Campus.

I would like to make reservation for room for (2) two.

Thank you very kindly.

Mattie E. Henson.
Pres - Poro School of Cosmetology

M. B. COLEMAN, DEAN



Mary Belle's Academy of
Beauty Culture

PHONE ENDICOTT 6671

CLEVELAND 3, OHIO

2062 EAST 79TH ST.

February 11, 1947

Bethune-Cookman College
Daytona Beach, Florida

Dear Madam,

Kindly make room reseverations for Mary Belle Coleman for dates February 27, 28, March 1st and 2nd, 1947.

Enclosed please find check for these accommadations.
(6.00)

Thank you.

Sincerely yours,
Mary Belle Coleman
Mary Belle Coleman

Listed -
2/22/47
(Receipt sent separately)

February 18, 1947

Mrs. Mary Belle Coleman
Mary Belle's Academy of
Beauty Culture
2062 East 79th Street

Dear Mrs. Coleman;

We received your letter for reservations and we are happy to know that you will be in attendance at the UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION AND ALPHA PHI OMEGA SORORITY AND FRATERNITY.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will there direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

Tennessee Beautician's Association

2611 Jefferson Street
Nashville 8, Tennessee

MRS. GLADYS NORRIS
PRESIDENT
2611 Jefferson St., Nashville

MRS. L. MAY WHITE
1st VICE-PRESIDENT
1116 E. 8th St., Chattanooga

MRS. ALLURA STAMS
2nd VICE-PRESIDENT
972 Latham St., Memphis

MRS. FLORENCE HUDSON
FINANCIAL SECRETARY
110 South Glade Street, Columbia, Tenn.

MRS. POLLY PULLEN
RECRD-CORSP. SEC'Y
1714 State Street, Nashville, Tenn.

MRS. MATTIE BRISCOE
TREASURER
1628 Freemont Street, Knoxville

MRS. RUBY ROWELLS
PARLIAMENTARIAN
550 Vance Ave., Memphis

MRS. LIBBIE D. STRANGE
STATE ORGANIZER
418 E. 9th St., Chattanooga

MRS. LILLIAN ROBINSON
HISTORIAN
414 Greenwood, Chattanooga

MRS. CHRISTINE BRISCOE
STATISTICIAN
225 E. Vine Ave., Knoxville

Feb. 12, 1947.

Bethune-Cookman College,
Daytona Beach, Flordia

Dear Sirs;

We are writing for reservations for four persons, three ladies and one man, for The United Beauty School Owners and Teachers Association and the Alpha Phi Omega Sorority and Fraternity to be held there Feb. 27th-28th Mar. 1st & 2nd. These person are Mrs. G. N. Norris, Mrs. T. B. Boyd, Mrs. W. L. Ward and Mr. Fred Redmond all of Nashville.

Thanks for the same.

Sincerely, G. N. Norris

February 18, 1947

Mrs. Maggie Jones
Maggie Jones School of
Beauty Culture
209 Swiss Street
San Antonio, Texas

Dear Mrs. Jones:

We received your letter for reservations and we are happy to know that you will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

February 18, 1947

Mrs. G. N. Norris
Tennessee Beautician's Association
2611 Jefferson Street
Nashville 8, Tennessee

Dear Mrs. Norris:

We received your letter for reservations and we are happy to know that you will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, Dean of Women will direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

February 18, 1947

Mrs. Mattie E. Henson
1466 Hildreth Avenue
Columbus 5, Ohio

Dear Mrs. Henson;

We received your letter for reservations and we are happy to know that you will be in attendance at the UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION AND ALPHA PHI OMEGA SORORITY AND FRATERNITY.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will there direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accomodations requested in your letter. May we expect to see you at the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

February 13, 1947

Mme. Gussie L. Jones
Gro-Lox Beauty Products
5100 Broad Street, E. E.
Pittsburgh, Pennsylvania

Dear Madame Jones:

We received your letter for reservations and we are happy to know that you will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

February 18, 1947

Mrs. Ionia Cochrell
President and Manager
Ionia's Poro Beauty School
748 Williams Avenue
Memphis, Tennessee

Dear Mrs. Cochrell:

We received your letter for reservations and we are happy to know that you will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

February 18, 1947

Miss Ruby Hunt
320 Johnson Street
Columbus 3, Ohio

Dear Miss Hunt:

We received your letter for reservations and we are happy to know that you will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will there direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

February 18, 1947

A. G. Hart
Secretary and Instructer
Neola Academy of Beauty Culture
605 South Rampart Street
New Orleans, Louisiana

Dear Mrs. Hart:

We received you letter for reservations and we are happy to know that you will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

February 18, 1947

Seror Ruth H. Pauletti
931 Atchesen Street
Columbus 3, Ohio

Dear Seror Pauletti:

We received your letter for reservations; we are happy to know that your will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will there direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Very truly Yours,

Maxwell W. Saxon
Business Manager

February 18, 1947

Mrs. Eunice Bruce
Streamline Beauty Shop and School
1234 Jackson Avenue
Memphis, Tennessee

Dear Mrs. Bruce:

We received your letter for Reservations and we are happy to know that you will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by Dean McAllister.

We have received the accommodations requested in your letter. May we expect to see you at the Conference.

Yours truly,

Maxwell W. Saxon
Business Manager

February 18, 1947

Mr. L. A. Julius
Sunlight School of Beauty Culture
1011 N. W. Second Avenue
Miami 36, Florida

Dear Mr. Julius:

We received your letter for reservations and we are happy to know that you will be in attendance at the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity.

Upon your arrival on the campus please go directly to Curtis Hall. Miss McAllister, the Dean of Women will direct you to the Business Office. After receiving your registration card from the Business Office your room assignment will then be made by the Dean.

We have received the accommodation requested in your letter. May we expect to see you ar the Conference.

Very truly yours,

Maxwell W. Saxon
Business Manager

Ohio Association of Beauticians
(INCORPORATED)
423 So. Wheatland
Columbus 4 Ohio

COLUMBUS, OHIO
MAR 22
12 30 PM
1947

GIVE
+
RED CROSS
FUND

Mr. Saxon.
c/o Bethune Cookman College.
Daytona Beach
Florida

Ohio Association of Beauticians, Inc.

~~Dora Goodlett, Pres., [illegible] St.~~

OFFICERS FOR 1946-47
Dora Goodlett, President
Cincinnati, Ohio
Rosalie Hayes, 1st Vice-President
Cleveland, Ohio
Katherine Peterson, 2nd Vice-President
Dayton, Ohio
Edna Alixson, Recording Secretary
Cleveland, Ohio
Mary Myers, Assistant Secretary
Columbus, Ohio
Carrie Duncan, Financial Secretary
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Anna T. Poole, Treasurer
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Elizabeth Carmichael, Aud. Chairman
Canton, Ohio
Veletta Egley, Chaplain
Toledo, Ohio
Ruth Norman, State Organizer
Columbus, Ohio
Elizabeth Johnson, Sergeant-at-Arms
Cincinnati, Ohio
Fay Crews, Sergeant-of-Arms
Columbus, Ohio
Mattie Henson, Executive Chairman
Columbus, Ohio
Elizabeth Strickland, Parliamentarian
Cleveland, Ohio
Margaret Black, Sinking Fund
Springfield, Ohio
Mamie Jackson, Scholarship
Cincinnati, Ohio
Mary Ellis, Legislative
Columbus, Ohio

EXECUTIVE MEMBERS
Juanita Peterson, Columbus
Elizabeth Burris, Columbus
Emma M. Embry, Columbus
Jessie Bartlett, Columbus
Edith Morris, Dayton
Lillian Fisher, Dayton
Ollie Glisson, Cincinnati
Vendetta Smith, Cincinnati
Irene Powell, Canton
Audrey Jackson, Canton
Eunice Howard, Toledo
Mary Walker, Toledo
Sammie Jones, Cleveland
Carrie Duncan, Cleveland
Dorthula Bankston, Springfield
Francetta Hughes, Springfield

Columbus 4 Ohio
Mar 19-47

Dear Mr Saxon:

It has been two weeks and the oranges you promised to send for me have not arrived. I am wondering if you lost the address. I gave you four dollars and an address.

Mrs Jane Ellis
447 Donaldson St
Columbus Ohio.

I am sure you will remember me. I told you the reason I wanted to send the oranges to her, she was looking after my Ill sister. Otherwise I would, are could not have made the trip.

Will you please take care of same.

Mary Ellis
423 So. Wheatland Ave
Columbus 4 Ohio

FIRST NATIONAL CONVENTION EDITION

FEBRUARY, MARCH, APRIL 1947 BULLETIN NO. 14

The United Beauty School Owners and Teachers Association met at Daytona Beach Florida, February 27th through March 2nd, 1947 in their First National Meeting. The National Sorority of Beauticians, The Alpha Phi Omega and The Alpha Phi Omega Fraternity both affiliates of the United Beauty School Owners and Teachers Association.

These groups were the guests of Dr. Mary McLeod Bethune and when I say guest we were in every sense of the word. The best food was served us by the gracious services of Mr. Francis and his attendants that are in charge of the College and every day we had a different menu and all the girls had beautiful rooms in the Doromotories and at a number of the Faculty's homes.

The Officers were housed at the home of Dr. Bethune and at homes of outstanding citizens. A fleet of cars were in attendance at all times and bus rides that formed sightseeing trips were an every day occurrence.

The beach of the Beautiful Atlantic on the coast of Daytona was visited by all, as well as all the beautiful night spots and places of interest.

Mr. Saxon, Mr. A. Bethume and Mr. Francis as well as all the personnel of Bethune-Cookman College were grand host and hostesses to all the delegates and friends.

The Sunday morning services at Church, the Reception at the home of Dr. Bethune, the Luncheon at the College, the Business Seminar given by the Business Administration Department was just some of the methods of entertainment planned by the faculty of Bethune-Cookman College. All were loud in their praises of Mrs. Francis' attention to them as hostess.

DELEGATES THAT ATTENDED

There came from all parts of America and Islands of the Sea, one hundred thirty-six (136) members of the United School Owners and more then eighty-five (85) delegates from the Chapters of Alpha Phi Omega Sorority and Fraternity.

Lessons, Examinations, Lectures, Business Sessions and Seminars, Panel Discussions, Quiz Classes and Demonstrations of the Latest Methods of Hair Styles and Vapoil Cold Curling were the feature of the Convention.

To close a very beautiful affair Diplomas were given to all that passed the examination. Next year all that hold Diplomas and know the lessons that were given them to study, will receive gold seals for their Certificates and Emblems for their windows.

The Grand March of Finances for Bethune was a beautiful sight to see. Everyone was dressed in their finnest and Dr. Bothume stood and received the gifts they bought which totaled three thousand dollars ($3,000.00) and they each pledged to go home and get ready for 1948 Grand March of Finances to Bethune-Cookman College Endowment Fund.

OUR ANNUAL PROJECT

Our members voted to take Bethune-Cookman College as their Project and support it in all its endeavors, as they were appreciative of the outstanding work of its founder and President Emeritus, Dr. Mary McLeod Bethune. Each Sorority Chapter and Fraternity Chapter pledged to give one hundred dollars ($100.00) at each Annual Convention for the endowment fund as this is our only obligation.

Soror Sophia Starks Nickerson of Jacksonville, Florida had a lovely dinner for all the delegates in her city after the meeting of the National at Louise Park. It was a beautiful affair and well attended. We met all the outstanding people of Jacksonville as they were her guest.

We then adjourned to meet in Chicago, Illinois, February 1948, guest of our National President, Marjorie Stewart Joyner.

NEWS RELEASES

DAYTONA BEACH -- Every State in the nation sent representatives to the National Convention of Beauty School Owners and Teachers held last week at Bethune-Cookman College. This marked the first national convention of the organization.

Citizens of Daytona Beach and members of Bethune-Cookman College faculty were invited to a reception at the home of Dr. Mary McLeod Bethune, who was hostess for the occasion honoring the delegates.

The Alpha Phi Omega Sorority and Fraternity an affiliate of the United Beauty School Owners and Teachers Association composed of students and graduates of the outstanding beauty culture colleges of America were presented to citizens at a dawn breakfast. Extending welcome to the representatives were members of Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, Phi Delta Kappas, Alpha Phi Alpha and Omega Si Phi sororities and fraternities.

$3,000 DONATED

The outstanding feature of the meeting was the presentation of $3,000 to Bethune-Cookman College from the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity as the first gift to the endowment fund association of the college. This donation opened the six months intensive drive for funds for the building of the endowment.

National Officers of the Organization are: Mmes. Marjorie Stewart Joyner, Chicago, president; Allura G. Stams, Memphis, first vice-president; T. B. Boyd, Nashville, second vice-president; Barbara V. Durr, Birmingham, third vice-president; Mae Garris, New York, secretary-treasurer; Mary Bell Coleman, Cleveland, chaplain and Gertrude Thomas, New York, recording-secretary.

Ruby Trimble, Detroit, grand basileus; Fred Redmond, Nashville, national president; Alpha Phi Omega Fraternity; Atty. Willard B. Ransom, legal advisor; Mmes. Maude Gadsen, New York, national publicity director; Ruth Jackson, Birmingham, assistant publicity director.

The Alpha Phi Omega Sorority and Fraternity and Affiliate of the United Beauty School Owners and Teachers Association had their eighty-two (82) chapters report at the National Convention recently held at Daytona Beach Florida. The Sorority and Fraternities are composed of graduates and undergraduates of the countries most outstanding Beauty Colleges and also students of Beauty Schools that are now in attendance in the various Beauty Culture Schools

The United Beauty School Owners and Teachers Association as well as the Alpha Phi Omega Sorority and Fraternity has taken Bethune-Cookman College as their National Project and will at all times contribute to the College because of the outstanding work of its founder and President Emeritus, Dr. Mary McLeod Bethune.

A six months drive is now in progress to raise money for the Bethune-Cookman College Endowment Fund which will be used for buildings, ground and the general up-keep of Bethune-Cookman College as Dr. Bethune sees fit.

The public is asked to send in a contribution to Dr. Bethune at once as the organization is anxious to complete this particular part of the drive within six months and after that they will have a drive for thirty days once a year.

Everyone in America is asked to send Dr. Bethune a donation in this effort as she is the only one in America that has sacrificed as much for all people at all times, and especially to the Youth of the Nation. Make all checks payable to Dr. Bethune and send it directly to her at her College.

All other organizations, friends, and the general public owes this debt of gratitude to Dr. Bethune and this will show her our appreciation while she lives. To those who say "we love her" this will give her, her flowers while she lives and can appreciate them.

DELEGATES CAME FROM 41 STATES

BETHUNE-COOKMAN COLLEGE CHOSEN AS NATIONAL PROJECT, BECAUSE OF THE OUTSTANDING WORK OF ITS FOUNDER DR. MARY MCLEOD BETHUNE

The following are the officers of the National Sorority, Mme. Ruby Allen Trimble, Detroit, Grand Basileus; Henri Anna Carroll, Monroe, La., Anti Grand Basileus; Mr. Fred Redmond, Nashville, Tenn., Grand National President; Mr. Gene Witt, Chicago, Grand Vice-President.

National President of the United Beauty School Owners and Teachers Association, Mme. Marjorie Stewart Joyner, Chicago, Illinois. The Vice-Presidents are: Mme. Allura Stams, Memphis, Tenn.; Mme. T. B. Boyd, Nashville, Tenn.; and Mme. Barbara Vesta Durr, Birmingham, Ala.; Secretary-treasurer, Mme. Mae Garris, New York, N. Y., Assistant Secretary, Mme. Gertrude Thomas, New York, N. Y.; Parlimentarian, Mme. Libby D. Strange, Chattanooga, Tenn.; Mme. Maude Gadson, National Publicity Director; Mme. Ruth Jackson, Birmingham, Ala.; Assistant National Publicity Director; Mme. Hattie Roark, Dallas, Texas, National Chairman Executive Committee at-large; Attorney Willard Ransom, Indianapolis, Ind., Legal Advisor; and Mme. Mary Bell Coleman, Cleveland, Ohio, National Chaplain.

The Organization is also composed of State Directors, Regional Directors, Executive Committees, Educational Directors, Bulletin Directors, State Publicity Directors and Directors of Alpha Phi Omega Sorority and Fraternity Chapters.

If your State is not organized and does not have a state representative, write our National Office for information.

All the outstanding beauticians are sorority members of Alpha Phi Omega. All male beauticians and barbers of merit and high moral standings are members of Alpha Phi Omega Fraternity. Write us for any information. We will keep you up to-date with the Beauty Culture Profession.

SORORITY AND FRATERNITY PINS ARE $12.00. SEND CHECK MADE PAYABLE TO MARJORIE STEWART JOYNER FOR A PIN. PRICES ARE TO GO UP AGAIN SOON. HURRY!

SORORITY AND FRATERNITY PENNANTS COST $2.00. SEND FOR YOURS. ADDRESS PIN OR PENNANT MAIL TO: 4703 South Parkway, Chicago 15, Illinois. Office of the National President, Mme. Marjorie Stewart Joyner.

PLEASE HELP ME FIND THEM!

LOST! ONE GOOD COMMITTEE **SEND ME THEIR NAMES**

Will the committee that served as the Hostess Committee for the Dawn Breakfast which was headed by Soror Ruth Pauletti, please send Soror Joyner your names and addresses, as I wish to print the names of this committee.

The work of this committee will be to plan the Program of our Sorority and Fraternity members that attend our National Conventions. Therefore, will all Sorority and Fraternity Chapters appoint a National Committee of three members from each of your chapters and send me their names and addresses at once. Try to pick at least two members that have no particular duty as this will leave them free to think for us.

This National Committee will start at once to find suggestions and programs that will be of benefit for all Sorority and Fraternity members that are in attendance at the National Meeting.

QUESTIONS THAT THIS COMMITTEE WILL ASK????

1. What educational features should we have?
2. What leisure time activities should we have?
3. What demonstrations should we have?
4. What exhibits should we have?

What chapters will have charge of each activity, educational feature, demonstration, exhibit, etc.

SEND ME YOUR COMMITTEE NAMES AND ADDRESSES AT ONCE!

NATIONAL OFFICERS OF THE UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION AND ALPHA PHI OMEGA SORORITY AND FRATERNITY

NATIONAL OFFICERS	NAME OF PERSON	CITY AND STATE
National President	Marjorie Stewart Joyner	Chicago, Illinois
First Vice-President	Alura G. Stams	Memphis, Tenn.
Second Vice-President	T. B. Boyd	Nashville, Tenn.
Third Vice-President	Barbara Durr	Birmingham, Ala.
National Sec.-Treasurer	Mae Garris	New York City
Recording Secretary	Gertrude Thomas	New York City
Chaplain	Mary Bell Coleman	Cleveland, Ohio
Parliamentarian	Libbie Davis-Strange	Chattanooga, Tenn.

EXECUTIVE COMMITTEE AT LARGE

Hattie Roark	Dallas, Texas
Emma Thornton	Wilberforce, Ohio
Hattie Besteda	Mobile, Ala.
Sadye B. Ridley	Chicago, Illinois
Ella G. Ramsey	Atlanta, Ga.
Emily Joel	St. Louis, Mo.
Virginia B. Glover	New Orleans, La.

Executive Committee At-Large (continued)

Priscilla Dean Lewis	Indianapolis, Ind.
Beatrice S. Woodland	Washington, D. C.
Cordelia G. Johnson	Jersey City, N. J.
Gertrude Skidmore	Philadelphia, Pa.
Annie M. Porter	Dayton, Ohio
Sophia Nickerson Starks	Jacksonville, Fla.
Laura Hughes	Indianapolis, Ind.
J. DeShazor	Durham, N. C.
Ola Mae Forte	Winston Salem, N. C.
Bernice Johigan Shepherd	Dayton, Ohio
Katie Wickham	New Orleans, La.
Mary Fortner Hall	Indianapolis, Ind.
Jessie Hicks	San Antonio, Texas
Wilma Nichols	Birmingham, Ala.
Henrietta Sartor	Shreveport, La.
Lyda W. Hamilton	Greenville, S. C.

NATIONAL DIRECTORS FOR THE BULLETIN

Ernestine Foster	Birmingham, Ala.
Earnestine Mahan	Cincinnatti, Ohio
Essie T. Webb	Toledo, Ohio
Pauline Brown Humphrey	Des Moines, Iowa
Lottie Terrell	Chicago, Illinois
Katherine Mitchell	Portsmouth, Va.
Gertrude, Thomas	New York, N. Y.
Lillian Robinson	Chattanooga, Tenn.
Alice White Dyle	Chicago, Illinois
Amy S. N orthrop	Columbia, S. C.
Ruby Rowell	Memphis, Tenn.

OFFICE	NAME OF PERSON	CITY AND STATE
National Director of Publicity	Maude Gadsen	New York, N. Y.
Assist. Nat'l Director of Publicity	Ruth Jackson	Birmingham, Ala.
National Custodian	Ruth Ann Harper	Memphis, Tenn.

ALPHA PHI OMEGA SORORITY

National Grand Basileus	Ruby Allen Trimble	Detroit, Mich.
Assist. National Grand Basileus	Henri Anna Carroll	Monroe, La.

ALPHA PHI OMEGA FRATERNITY

National President	Fred A. Redmond	Nashville, Tenn.
Assist. National President	Gene R. Witt	Chicago, Illinois
National Secretary	Thomas R. Morriss	Chicago, Illinois

NATIONAL DIRECTORS FOR THE UNITED BEAUTY SCHOOL AND TEACHERS ASSOCIATION

Mada L. Porter	New Orleans, La.

National Directors for the United Beauty School and Teachers Association (continued)

Julia Breland	Orangeburg, S. C.
Sarah E. Thomas	Louisville, Ky.
Rita Mae Gibbs	Savannah, Ga.
Velma B. Simms	Little Rock, Ark.
Myrtle C. Cook	Detroit, Mich.
Lucille Freeman	Brooklyn, N. Y.
G. M. Brown	Chicago, Illinois
Celestine Pharr	Mobile, Ala.
A. G. Hart	New Orleans, La.
Ella Mae Hogg	Tyler, Texas
Lois Young	Meridian, Miss.
Gladys N. Norris	Nashville, Tenn.
Clarice Bright	Washington, D. C.
Lillian Crosgrove	Tuscaloosa, Ala.
Hazel Campbell	Mobile, Ala.
J. M. Walker	Savannah, Ga.
A. M. Long	Beaumont, Texas
Edith Wilkins	Cleveland, Ohio
Ella Pawley	Philadelphia, Pa.
Mrs. E. M. Cromer	Tallahassee, Fla.
Mme. L. E. Coleman	Dallas, Texas

NATIONAL PUBLICITY DIRECTORS

G. M. Young	Pine Bluff, Ark.
Alice K. Jacobs	Detroit, Mich.
L. Scott	Rochester, N. Y.
Marie Christine Brooks	Mobile, Ala.
Lygoria Maynor Jackson	Chicago, Illinois
Lowona Smith	Middletown, Ohio
Iona Ward	Fairfield, Ala.
Clentis B. Weems	Dallas, Texas
Emma Keedy	Louisville, Ky.
L. E. McMurtry Reed	Meridian, Miss.
Mattie Taylor	Memphis, Tenn.
Annie B. Daniels	Cleveland, Ohio

NATIONAL COMMITTEE FOR ALPHA PHI OMEGA SORORITY CHAPTERS

Eunice Bruce	Memphis, Tenn.
Christine Irving Althouse	Omaha, Neb.
Serena B. Davis Patterson	Pennsylvania
Pauline Brown Humphrey	Des Moines, Iowa
Edmonds Garner	Sumpter, S. C.
Edna Landrum	Louisville, Ky.
Carrie Cargo	Savannah, Ga.
Genevieve Crawford	Dayton, Ohio
M. E. Patterson	Little Rock, Ark.
Elsie Traylor	Detroit, Mich.
Josephine Maxie Walker	Hackensack, N. J.
B. M. Ford	Albany, N. Y.
Ruth Moore Gause	Dallas, Texas
Ruth Lillian House	Chicago, Illinois
Carrie L. Taylor	Baton Rouge, La.
Rosanna Russell	Meridian, Miss.

National Committee for Alpha Phi Omega Sorority Chapters (continued)

Eva Bishop Mock	Durham, N. C.
Mattie Henson	Columbus, Ohio
Dorothy Cadogan	Norfolk, Va.
Rosetta Brown Gardner	Kansas City, Mo.
Doris Johnson Bailey	Gary, Indiana
Artzmease Johnson Williams	Monroe, La.
Mary Bell Hendrix	Jersey City, N. J.
Louise C. Graves	Washington, D. C.
Marion Gibson	Baltimore, Md.
Pearl Davis	Jackson, Miss.

EASTER IS OVER AND WE HAVE MUCH TO BE THANKFUL FOR!

First for a risen Christ and Second for the beautiful friendship that is being built up through our Sorority and Fraternity, The Alpha Phi Omega. Let us for once have the sisterly and brotherly love that we should have even if we didn't have the Sorority or Fraternity as the Greatest Law we have is the Commandment to LOVE one another. We learn to respect other peoples feelings and we will not do anything to hurt our sister or brother.

Secondly, we had a lovely Convention under the marvelous leadership of the World's Greatest Educational Director Dr. Mary McLeod Bethune. Surely God made the plan that gave her the forethought to sponsor us, as we are the Greatest Mass of People that did not have a real Leader, that was not trying to exploit us. Dr. Bethune's life's work has been with people that could not help themselves. She has taken them and given them an education, and we feel it a priviledge to help her continue this work, as we are a business group and we are not organized for profit and if we do have a penny left over we want it to go to the Endowment Fund of Bethune-Cookman College.

NOW IS THE TIME TO PAY!

Any number of our Sorors did not pay their Annual Dues. Please send it in at once to Soror Joyner, as that is our money we use to get our Bulletin out and keep you informed as we do not charge you for the Bulletin. Our Educational News that we must have is always published in the Bulletin. Now if you have not paid, do so, at ONCE.

All Sorority Chapters were supposed to pay your Annual Fee of one hundred dollars ($100.00) to Bethune-Cookman College Endowment Fund. Now if you paid a part or did not pay anything put on a drive at once and raise the money and send it directly to Dr. Bethune, as we want all to pay their part for 1947. We are in a Six Months Drive to give to Bethune-Cookman College the amount we pledged at our annual Convention. This will help you to raise money for your local treasure and then have some extra money to send to Bethune-Cookman-College on your Pledge for 1947.

Keep up your local Civic Work as this advertises your Sorority and your School. In our next Bulletin we will print a number of events given by different Sororities, schools and teachers. Look for it in the next edition.

Alpha Phi Omega Sorority and Fraternity Chapters that attended the First National Convention at Daytona Beach, Florida, as the guests of Dr. Mary McLeod Bethune - Februrary 27th through March 2nd, 1947.

This National Sorority and Fraternity, the Alpha Phi Omega, adopted Bethune-Cookman College as their National Project. More than three thousand dollars was turned in from this group as their first donation to Bethune-Cookman College. If you have not paid your share send it to Dr. Mary McLeod Bethune at once.

CHAPTER	CITY AND STATE
1. Pi Omicron	Indianapolis, Indiana
2. Psi Theta (Graduate)	Indianapolis, Indiana
3. Phi Iota (Undergraduate)	Indianapolis, Indiana
4. Delta Omicron Mu	Savannah, Georgia
5. Lambda Mu	Humbolt, Tennessee
6. Omega Phi Mu	Louisville, Kentucky
7. Phi Psi Sigma	Louisville, Kentucky
8. Alpha Psi Omega (Fraternity	Louisville, Kentucky
9. Phi Zeta Mu (Graduate)	Columbus, Ohio
10. Phi Zeta Mu (Undergraduate)	Columbus, Ohio
11. Phi Pi Omega (Fraternity)	Columbus, Ohio
12. Rho Nu	Toledo, Ohio
13. Sigma Phi Omega	Cleveland, Ohio
14. Episilon Kappa Nu (Graduate)	Cleveland, Ohio
15. Episilon Kappa Nu (Undergraduate)	Cleveland, Ohio
16. Lambda Tau	Chattanooga, Tennessee
17. Psi Iota	Knoxville, Tennessee
18. Omicron Sigma	Hackensack, New Jersey
19. Phi Omega (Fraternity)	Detroit, Michigan
20. Beta Pi Omega	Detroit, Michigan
21. Beta Gamma Rho	Detroit, Michigan
22. Alpha Gamma Kappa Sorority	Detroit, Michigan
23. Psi Kappa Fraternity	Detroit, Michigan
24. Psi Upsilon	Gary, Indiana
25. Beta Eta	Mobile, Alabama
26. Sigma Omicron	Mobile, Alabama
27. Sigma Phi Theta	Galveston, Texas
28. Tau Pi Nu	Beaumont, Texas
29. Zeta	Meridian, Mississippi
30. Sigma Phi Zeta	Meridian, Mississippi
31. Alpha Delta Phi	Dayton, Ohio
32. Alpha Phi Xi	Cincinnati, Ohio
33. Kappa Rho Sigma	Charleston, S. C.
34. Zeta Phi Beta	Fairfield, Alabama
35. Alpha Alpha	Dallas, Texas
36. Sigma	Nashville, Tennessee
37 Sigma Beta Nu	New Orleans, Louisiana
38. Alpha Iota	Chicago, Illinois
39. Beta Beta Lambda	Brooklyn, New York
40. Phi Zeta Mu	Columbus, Ohio
41. Chi Episilon (Graduate)	Memphis, Tennessee
42. Xi Lambda (Undergraduate)	Memphis, Tennessee
43. Episilon Xi	Memphis, Tennessee
44. Alpha Beta Omega	Memphis, Tennessee
45. Phi Chi Delta	Memphis, Tennessee
46. Gamma Rho Eta	Memphis, Tennessee
47. Delta Theta Sigma	Memphis, Tennessee
48. Sigma Kappa	Memphis, Tennessee
49. Delta Phi Omega	Greenville, S. C.
50. Upsilon	Birmingham, Alabama
51 Zeta Phi Kappa	New York, N. Y.
52. Beta Zeta Mu (Graduate)	Chattanooga, Tennessee

	CHAPTER	CITY AND STATE
53.	Beta Theta Mu (Undergraduate)	Chattanooga, Tennessee
54.	Omega Xi	Cincinnati, Ohio
55.	Alpha Mu Tau	Savannah, Georgia
56.	Iota Sigma	West Palm Beach, Florida
57.	Kappa Delta Phi	Rochester, New York
58.	Chi Omicron	Rochester, New York
59.	Sigma Gamma Rho (Graduate Chapter)	Dallas, Texas
60.	Tau-Alpha Phi Omega (Fraternity)	Nashville, Tennessee
61.	Gamma Rho Eta	Memphis, Tennessee
62.	Iota Lambda	Winston-Salem, N. C.
63.	Sigma Theta (Undergraduate)	Dallas, Texas
64.	Delta Omega	
65.	Sigma Alpha Tau	Dallas, Texas
66.	Sigma Theta Nu	New Orleans, Louisiana
67.	Beta Phi Zeta	Tuscaloosa, Alabama
68.	Beta Sigma Eta	Mobile, Alabama
69.	Psi Tau Mu	Durham, N. C.
70.	(Chi Epsilon (Xi Lambda	Memphis, Tennessee
71.	Phi Mu	Memphis, Tennessee
72.	Mu Omega	Chattanooga, Tennessee
73.	Sigma Chi	Meridian, Mississippi
74.	Psi Theta (Graduate)	Indianapolis, Indiana
75.	Phi Iota (Undergraduate)	Indianapolis, Indiana
76.	Theta Omega)	
77.	Lambda Xi)	
78.	Nu Phi) ALL	Little Rock, Arkansas
79.	Psi Delta)	
80.	Pi Rho Fraternity)	
81.	Lambda Phi Beta	Houston, Texas
82.	New Chapter (Name not given in time for Bulletin)	Jacksonville, Florida
83.	Theta Nu Sigma	Mobile, Alabama

SPECIAL NOTICE TO ALL SORORITY AND FRATERNITY CHAPTERS

Mail to NATIONAL PRESIDENT, Mme. Marjorie Stewart Joyner, 4703 South Parkway, 2nd floor, Chicago 15, Illinois, a corrected copy of:

1. **Name of Sorority or Fraternity Chapter**
2. **Officers and their addresses**
3. **Name and address of each member**

This information is for our Bulletin Directory.

If you do not have a name for your Sorority Chapter, write the Grand Basileus: Soror Ruby Trimble, 233 Hancock, East, Detroit, Michigan. For a name for your Fraternity Chapter, write National President Mr. Fred Redmond, 808 Wood Street, Nashville, Tenn.

NOTE: If you have submitted this information, I would like to have it again.

QUALIFICATIONS OF MEMBERS OF ALPHA PHI OMEGA SORORITY AND FRATERNITY

1. **Any Graduate Beautician or any Beauty Culture Student in attendance at school.**
2. **Must be invited by one member of the Sorority or Fraternity.**

Qualifications of members of Alpha Phi Omega Sorority and Fraternity (continued)

3. Must be of good moral character.
4. High School Graduate and at least one year college.
5. Must not have any member to vote against them.

PLEASE NOTE: Any pledgee must not be kept out of the Sorority or Fraternity because of anyone's personal feelings. Don't be a part of any petty jealous attitudes! If you are a part of this scheme, you are not fit to be our Sister or Brother. We want to build our Profession not destroy it. We want all the good progressive beauticians.

All Sorority or Fraternity members pay $3.00 Joining Fee. $2.00 is sent to the National Office, all checks payable to Marjorie Stewart Joyner, mail to Mrs. Joyner, 4703 South Parkway, 2nd Floor, Chicago 15, Illinois. This information is forwarded to our National Secretary-Treasurer, Soror Mae Garris. She in turn forwards the same information to our National Grand Basileus, Soror Ruby Trimble, 233 Hancock, East, Detroit, Michigan.

$1.00 is kept in the local treasurer for the chapter use.

TAXATIONS for each Soror and Brother
$1.00 per year for the National Convention
$1.00 per year for the Regional Meeting held in your district.

When you are in good financial standing, you will receive all benefits. If you have not paid your National Dues, please do so at once.

ATTENTION! MEMBERS OF UNITED BEAUTY SCHOOL OWNERS AND TEACHERS HAVE YOU PAID YOUR 1947 DUES?

Send your dues of $10.00 to our Secretary Treasurer, Soror Mae Garris, 2011 - 7th Ave. New York, N. Y. Make checks payable to Mae Garris. Only school owners and teachers can be members of the Parent Body.

BOOK OF THE MONTH

"ALONG THIS WAY"
by
James Weldon Johnson
A Great Writer of Many
Books and Poems

READ! For something to talk about
READ! For education
READ! For leisure time activities
READ! To know the history of the
New Negro in the United States

The New York World Telegram - Harry Hansen - says "I hope it will be read by every American of Good Will."

Buy it from your larger local Book Store; if not in stock, they will order it for you, or you may order it directly from Alfred A. Knoph, Inc. #501 Madison Avenue - New York, N. Y.

The members of the United Beauty School Owners and Teachers Association the Alpha Phi Omega Sorority and Fraternity have pledged themselves to raise the educational standards of the Beauty Cuture profession. One way to help is to READ. We all have a

Book Of The Month (continued)

moment to improve our thinking.

READ STUDY READ

I had the pleasure of meeting a noted woman, Mrs. James Weldon Johnson, wife of the late James Weldon Johnson when I was in New York a few weeks ago. Mrs. Johnson told me of the works of her illustrious husband and of his many publications. I was delighted to know her because I had the pleasure of speaking on a program with Mr. Johnson and had greatly admired his talks and works. His "Lift Every Voice and Sing" is the world's greatest masterpiece and has been sung by every American.

I am inviting every Beautician to read all of James Weldon Johnson's works. If you cannot get copies, write your National President, Mme. Marjorie Stewart Joyner and she will secure same for you.

Mrs. James Weldon Johnson will attend our next regional meeting. Date of same will be announced in our next Bulletin.

UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION AND ALPHA PHI OMEGA SORORITY AND FRATERNITY

Panel Discussion
Theme: "The House of Beauty and Business Principles"

OUTLINE

Introduction - L. G. Hale, Chairman
Business Department
Bethune-Cookman College

Part I - Business Organization Principles
- A - Types of business organizations
  Father M. B. Cochran,
  Instructor - B. A. Dept.
- B - Factors to consider in opening a business
  Zelma Black
  Senior - Bus. Admin.
- C - Buying and Selling Activities
  George Scavella,
  Senior - Bus. Admin.

Part II - Business Management Principles
- A - Internal Organization
  Carolyn Olliver
  Senior - Bus. Educ.
- B - Financial Administration
  1. Record Keeping
  2. Taxation
  H. V. Lucas,
  Instructor - B. A. Dept.
- C - Insurance
  Nellyvonne Thompson
  Senior - Bus. Educ.

Panel Discussion (continued)

Part III - Some legal facts the beauty operator should know. *
Lucylle Glymp and
Melba Attaway,
Seniors - Bus. Educ.

SUMMARY
A - Beauty School of the Future
B - Displays
Southern University
Scotlandville, La.

Bethune-Cookman College
Daytona Beach, Florida

*Skit by:
Truevee Richardson,
Sophomore
Ida McMillan,
Sophomore
Melba Attaway,
Senior
Lucylle Glump,
Senior

Thanks to Bethune-Cookman College, Daytona Beach Florida and Southern University, Baton Rouge, Louisiana, Mrs. Hale, and Miss Toddy for their display on Business Education and Literature, they made possible for the delegates. The Programs listed were very interesting and educational to all.

WHAT BUSINESSMEN WANT AND HOW THEY CAN GET WHAT THEY WANT

Statements drawn from report of State-wide Survey, conducted by
The Division of Business Education, Southern University, Baton Rouge, Louisiana

BUSINESSMEN WANT	HOW BUSINESSMEN CAN GET WHAT THEY WANT
PATRONAGE: 1. More Customers 2. More operating funds 3. Less public criticism	PATRONAGE: 1. People buy where they can get good qaulity merchandise and courteous service. 2. Increased patronage increases profits. 3. While modern buildings and better locations are important; cleanliness is next to godliness.
MERCHANDISE: 1. Public faith in salesmen 2. A greater turnover of inventory stock	MERCHANDISE 1. Salesmen should appeal to the buyer on the basis of quality of merchandise rather than racial factors. 2. Stock to satisfy the needs of the people should be carried. A market survey of what the people want to buy would help the businessman decide what articles he should keep on hand.
EMPLOYEES: 1. More adequately trained workers 2. Greater loyalty of workers to the businesses in which they work. 3. Employees who work well together and who respect management.	EMPLOYEES 1. Workers should be selected in terms of job requirements. Schools can help
BUSINESS PRACTICES: 1. Customers who pay their bills 2. Square dealing from competitors 3. Reasonable profits 4. A "going concern"	

EMPLOYEES:

both in training and in selection.

2. Standard wages for workers in similar jobs.
3. Employees must be treated as human beings.

BUSINESS PRACTICES:

1. Thorough investigation of each customer should be made before credit is given.
2. Avoid making slanderous statements.
3. Attempt should be made to sell as cheaply as their competitors.
4. Make a careful analysis of causes and failure of other businesses in an effort to avoid making the same mistakes. Plan to plow back profits to expand.

FIRST NATIONAL CONVENTION EDITION

FEBRUARY, MARCH, APRIL 1947 BULLETIN NO. 14

The United Beauty School Owners and Teachers Association met at Daytona Beach Florida, February 27th through March 2nd, 1947 in their First National Meeting. The National Sorority of Beauticians, The Alpha Phi Omega and The Alpha Phi Omega Fraternity both affiliates of the United Beauty School Owners and Teachers Association.

These groups were the guests of Dr. Mary McLeod Bethune and when I say guest we were in every sense of the word. The best food was served us by the gracious services of Mr. Francis and his attendants that are in charge of the College and every day we had a different menu and all the girls had beautiful rooms in the Doromotories and at a number of the Faculty's homes.

The Officers were housed at the home of Dr. Bethune and at homes of outstanding citizens. A fleet of cars were in attendance at all times and bus rides that formed sightseeing trips were an every day occurrence.

The beach of the Beautiful Atlantic on the coast of Daytona was visited by all, as well as all the beautiful night spots and places of interest.

Mr. Saxon, Mr. A. Bethune and Mr. Francis as well as all the personnel of Bethune-Cookman College were grand host and hostesses to all the delegates and friends.

The Sunday morning services at Church, the Reception at the home of Dr. Bethune, the Luncheon at the College, the Business Seminar given by the Business Administration Department and just some of the methods of entertainment planned by the faculty of Bethune-Cookman College. All were loud in their praises of Mrs. Francis' attention to them as hostess.

DELEGATES THAT ATTENDED

There came from all parts of America and Islands of the Sea, one hundred thirty-six (136) members of the United School Owners and more than eighty-five (85) delegates from the Chapters of Alpha Phi Omega Sorority and Fraternity.

Lessons, Examinations, Lectures, Business Sessions and Seminars, Panel Discussions, Quiz Classes and Demonstrations of the Latest Methods of Hair Styles and Vapoil Cold Curling were the feature of the Convention.

To close a very beautiful affair Diplomas were given to all that passed the examination. Next year all that hold Diplomas and know the lessons that were given them to study, will receive gold seals for their Certificates and Emblems for their windows.

The Grand March of Finances for Bethune was a beautiful sight to see. Everyone was dressed in their finest and Dr. Bethune stood and received the gifts they bought which totaled three thousand dollars ($3,000.00) and they each pledged to go home and get ready for 1948 Grand March of Finances to Bethune-Cookman College Endowment Fund.

Dear Dr. Bethune: We are still working & getting things set up for the Endowment fund Drive we are having grand support. You will receive an additional finance report soon from me. — Marjorie

3303 S. Parkway
Chicago, Illinois

OUR ANNUAL PROJECT

Our members voted to take Bethune-Cookman College as their Project and support it in all its endeavors, as they were appreciative of the outstanding work of its founder and President Emeritus, Dr. Mary McLeod Bethune. Each Sorority Chapter and Fraternity Chapter pledged to give one hundred dollars ($100.00) at each Annual Convention for the endowment fund as this is our only obligation.

Soror Sophia Starks Nickerson of Jacksonville, Florida had a lovely dinner for all the delegates in her city after the meeting of the National at Louise Park. It was a beautiful affair and well attended. We met all the outstanding people of Jacksonville as they were her guest.

We then adjourned to meet in Chicago, Illinois, February 1948, guest of our National President, Marjorie Stewart Joyner.

NEWS RELEASES

DAYTONA BEACH -- Every State in the nation sent representatives to the National Convention of Beauty School Owners and Teachers held last week at Bethune-Cookman College. This marked the first national convention of the organization.

Citizens of Daytona Beach and members of Bethune-Cookman College faculty were invited to a reception at the home of Dr. Mary McLeod Bethune, who was hostess for the occasion honoring the delegates.

The Alpha Phi Omega Sorority and Fraternity an affiliate of the United Beauty School Owners and Teachers Association composed of students and graduates of the outstanding beauty culture colleges of America were presented to citizens at a dawn breakfast. Extending welcome to the representatives were members of Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, Phi Delta Kappas, Alpha Phi Alpha and Omega Si Phi sororities and fraternities.

$3,000 DONATED

The outstanding feature of the meeting was the presentation of $3,000 to Bethune-Cookman College from the United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity as the first gift to the endowment fund association of the college. This donation opened the six months intensive drive for funds for the building of the endowment.

National Officers of the Organization are: Mmes. Marjorie Stewart Joyner, Chicago, president; Allura G. Stams, Memphis, first vice-president; T. B. Boyd, Nashville, second vice-president; Barbara V. Durr, Birmingham, third vice-president; Mae Garris, New York, secretary-treasurer; Mary Bell Coleman, Cleveland, chaplain and Gertrude Thomas, New York, recording-secretary.

Ruby Trimble, Detroit, grand basileus; Fred Redmond, Nashville, national president; Alpha Phi Omega Fraternity; Atty. Willard B. Ransom, legal advisor; Mmes. Maude Gadsen, New York, national publicity director; Ruth Jackson, Birmingham, assistant publicity director.

The Alpha Phi Omega Sorority and Fraternity and Affiliate of the United Beauty School Owners and Teachers Association had their eighty-two (82) chapters report at the National Convention recently held at Daytona Beach Florida. The Sorority and Fraternities are composed of graduates and undergraduates of the countries most outstanding Beauty Colleges and also students of Beauty Schools that are now in attendance in the various Beauty Culture Schools

The United Beauty School Owners and Teachers Association as well as the Alpha Phi Omega Sorority and Fraternity has taken Bethune-Cookman College as their National Project and will at all times contribute to the College because of the outstanding work of its founder and President Emeritus, Dr. Mary McLeod Bethune.

A six months drive is now in progress to raise money for the Bethune-Cookman College Endowment Fund which will be used for buildings, ground and the general up-keep of Bethune-Cookman College as Dr. Bethune sees fit.

The public is asked to send in a contribution to Dr. Bethune at once as the organization is anxious to complete this particular part of the drive within six months and after that they will have a drive for thirty days once a year.

Everyone in America is asked to send Dr. Bethune a donation in this effort as she is the only one in America that has sacrificed as much for all people at all times, and especially to the Youth of the Nation. Make all checks payable to Dr. Bethune and send it directly to her at her College.

All other organizations, friends, and the general public owes this debt of gratitude to Dr. Bethune and this will show her our appreciation while she lives. To those who say "we love her" this will give her, her flowers while she lives and can appreciate them.

DELEGATES CAME FROM 41 STATES

BETHUNE-COOKMAN COLLEGE CHOSEN AS NATIONAL PROJECT, BECAUSE OF THE OUTSTANDING WORK OF ITS FOUNDER DR. MARY MCLEOD BETHUNE

The following are the officers of the National Sorority, Mme. Ruby Allen Trimble, Detroit, Grand Basileus; Henri Anna Carroll, Monroe, La., Anti Grand Basileus; Mr. Fred Redmond, Nashville, Tenn., Grand National President; Mr. Gene Witt, Chicago, Grand Vice-President.

National President of the United Beauty School Owners and Teachers Association, Mme. Marjorie Stewart Joyner, Chicago, Illinois. The Vice-Presidents are: Mme. Allura Stams, Memphis, Tenn.; Mme. T. B. Boyd, Nashville, Tenn.; and Mme. Barbara Vesta Durr, Birmingham, Ala.; Secretary-treasurer, Mme. Mae Garris, New York, N. Y., Assistant Secretary, Mme. Gertrude Thomas, New York, N. Y.; Parlimentarian, Mme. Libby D. Strange, Chattanooga, Tenn.; Mme. Maude Gadson, National Publicity Director; Mme. Ruth Jackson, Birmingham, Ala.; Assistant National Publicity Director; Mme. Hattie Roark, Dallas, Texas, National Chairman Executive Committee at-large; Attorney Willard Ransom, Indianapolis, Ind., Legal Advisor; and Mme. Mary Bell Coleman, Cleveland, Ohio, National Chaplain.

The Organization is also composed of State Directors, Regional Directors, Executive Committees, Educational Directors, Bulletin Directors, State Publicity Directors and Directors of Alpha Phi Omega Sorority and Fraternity Chapters.

If your State is not organized and does not have a state representative, write our National Office for information.

All the outstanding beauticians are sorority members of Alpha Phi Omega. All male beauticians and barbers of merit and high moral standings are members of Alpha Phi Omega Fraternity. Write us for any information. We will keep you up to-date with the Beauty Culture Profession.

SORORITY AND FRATERNITY PINS ARE $12.00. SEND CHECK MADE PAYABLE TO MARJORIE STEWART JOYNER FOR A PIN. PRICES ARE TO GO UP AGAIN SOON. HURRY!

SORORITY AND FRATERNITY PENNANTS COST $2.00. SEND FOR YOURS. ADDRESS PIN OR PENNANT MAIL TO: 4703 South Parkway, Chicago 15, Illinois. Office of the National President, Mme. Marjorie Stewart Joyner.

PLEASE HELP ME FIND THEM!

LOST! ONE GOOD COMMITTEE **SEND ME THEIR NAMES**

Will the committee that served as the Hostess Committee for the Dawn Breakfast which was headed by Soror Ruth Pauletti, please send Soror Joyner your names and addresses, as I wish to print the names of this committee.

The work of this committee will be to plan the Program of our Sorority and Fraternity members that attend our National Conventions. Therefore, will all Sorority and Fraternity Chapters appoint a National Committee of three members from each of your chapters and send me their names and addresses at once. Try to pick at least two members that have no particular duty as this will leave them free to think for us.

This National Committee will start at once to find suggestions and programs that will be of benefit for all Sorority and Fraternity members that are in attendance at the National Meeting.

QUESTIONS THAT THIS COMMITTEE WILL ASK????

1. What educational features should we have?
2. What leisure time activities should we have?
3. What demonstrations should we have?
4. What exhibits should we have?

What chapters will have charge of each activity, educational feature, demonstration, exhibit, etc.

SEND ME YOUR COMMITTEE NAMES AND ADDRESSES AT ONCE!

NATIONAL OFFICERS OF THE UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION AND ALPHA PHI OMEGA SORORITY AND FRATERNITY

NATIONAL OFFICERS	NAME OF PERSON	CITY AND STATE
National President	Marjorie Stewart Joyner	Chicago, Illinois
First Vice-President	Alura G. Stams	Memphis, Tenn.
Second Vice-President	T. B. Boyd	Nashville, Tenn.
Third Vice-President	Barbara Durr	Birmingham, Ala.
National Sec.-Treasurer	Mae Garris	New York City
Recording Secretary	Gertrude Thomas	New York City
Chaplain	Mary Bell Coleman	Cleveland, Ohio
Parliamentarian	Libbie Davis-Strange	Chattanooga, Tenn.

EXECUTIVE COMMITTEE AT LARGE

Hattie Roark	Dallas, Texas
Emma Thornton	Wilberforce, Ohio
Hattie Besteda	Mobile, Ala.
Sadye B. Ridley	Chicago, Illinois
Ella G. Ramsey	Atlanta, Ga.
Emily Joel	St. Louis, Mo.
Virginia B. Glover	New Orleans, La.

Executive Committee At-Large (continued)

Priscilla Dean Lewis	Indianapolis, Ind.
Beatrice S. Woodland	Washington, D. C.
Cordelia G. Johnson	Jersey City, N. J.
Gertrude Skidmore	Philadelphia, Pa.
Annie M. Porter	Dayton, Ohio
Sophia Nickerson Starks	Jacksonville, Fla.
Laura Hughes	Indianapolis, Ind.
J. DeShazor	Durham, N. C.
Ola Mae Forte	Winston Salem, N. C.
Bernice Johigan Shepherd	Dayton, Ohio
Katie Wickham	New Orleans, La.
Mary Fortner Hall	Indianapolis, Ind.
Jessie Hicks	San Antonio, Texas
Wilma Nichols	Birmingham, Ala.
Henrietta Sartor	Shreveport, La.
Lyda W. Hamilton	Greenville, S. C.

NATIONAL DIRECTORS FOR THE BULLETIN

Ernestine Foster	Birmingham, Ala.
Earnestine Mahan	Cincinnatti, Ohio
Essie T. Webb	Toledo, Ohio
Pauline Brown Humphrey	Des Moines, Iowa
Lottie Terrell	Chicago, Illinois
Katherine Mitchell	Portsmouth, Va.
Gertrude, Thomas	New York, N. Y.
Lillian Robinson	Chattanooga, Tenn.
Alice White Dyle	Chicago, Illinois
Amy S. Northrop	Columbia, S. C.
Ruby Rowell	Memphis, Tenn.

OFFICE	NAME OF PERSON	CITY AND STATE
National Director of Publicity	Maude Gadsen	New York, N. Y.
Assist. Nat'l Director of Publicity	Ruth Jackson	Birmingham, Ala.
National Custodian	Ruth Ann Harper	Memphis, Tenn.

ALPHA PHI OMEGA SORORITY

National Grand Basileus	Ruby Allen Trimble	Detroit, Mich.
Assist. National Grand Basileus	Henri Anna Carroll	Monroe, La.

ALPHA PHI OMEGA FRATERNITY

National President	Fred A. Redmond	Nashville, Tenn.
Assist. National President	Gene R. Witt	Chicago, Illinois
National Secretary	Thomas R. Morriss	Chicago, Illinois

NATIONAL DIRECTORS FOR THE UNITED BEAUTY SCHOOL AND TEACHERS ASSOCIATION

Mada L. Porter	New Orleans, La.

National Directors for the United Beauty School and Teachers Association (continued)

Julia Breland	Orangeburg, S. C.
Sarah E. Thomas	Louisville, Ky.
Rita Mae Gibbs	Savannah, Ga.
Velma B. Simms	Little Rock, Ark.
Myrtle C. Cook	Detroit, Mich.
Lucille Freeman	Brooklyn, N. Y.
G. M. Brown	Chicago, Illinois
Celestine Pharr	Mobile, Ala.
A. G. Hart	New Orleans, La.
Ella Mae Hogg	Tyler, Texas
Lois Young	Meridian, Miss.
Gladys N. Norris	Nashville, Tenn.
Clarice Bright	Washington, D. C.
Lillian Crosgrove	Tuscaloosa, Ala.
Hazel Campbell	Mobile, Ala.
J. M. Walker	Savannah, Ga.
A. M. Long	Beaumont, Texas
Edith Wilkins	Cleveland, Ohio
Ella Pawley	Philadelphia, Pa.
Mrs. E. M. Cromer	Tallahassee, Fla.
Mme. L. E. Coleman	Dallas, Texas

NATIONAL PUBLICITY DIRECTORS

G. M. Young	Pine Bluff, Ark.
Alice K. Jacobs	Detroit, Mich.
L. Scott	Rochester, N. Y.
Marie Christine Brooks	Mobile, Ala.
Lygoria Maynor Jackson	Chicago, Illinois
Lowena Smith	Middletown, Ohio
Iona Ward	Fairfield, Ala.
Clentis B. Weems	Dallas, Texas
Emma Keedy	Louisville, Ky.
L. E. McMurtry Reed	Meridian, Miss.
Mattie Taylor	Memphis, Tenn.
Annie B. Daniels	Cleveland, Ohio

NATIONAL COMMITTEE FOR ALPHA PHI OMEGA SORORITY CHAPTERS

Eunice Bruce	Memphis, Tenn.
Christine Irving Althouse	Omaha, Neb.
Serena B. Davis Patterson	Pennsylvania
Pauline Brown Humphrey	Des Moines, Iowa
Edmonds Garner	Sumpter, S. C.
Edna Landrum	Louisville, Ky.
Carrie Cargo	Savannah, Ga.
Genevieve Crawford	Dayton, Ohio
M. E. Patterson	Little Rock, Ark.
Elsie Traylor	Detroit, Mich.
Josephine Maxie Walker	Hackensack, N. J.
B. M. Ford	Albany, N. Y.
Ruth Moore Gause	Dallas, Texas
Ruth Lillian House	Chicago, Illinois
Carrie L. Taylor	Baton Rouge, La.
Rosanna Russell	Meridian, Miss.

National Committee for Alpha Phi Omega Sorority Chapters (continued)

Eva Bishop Mock	Durham, N. C.
Mattie Henson	Columbus, Ohio
Dorothy Cadogan	Norfolk, Va.
Rosetta Brown Gardner	Kansas City, Mo.
Doris Johnson Bailey	Gary, Indiana
Artzmease Johnson Williams	Monroe, La.
Mary Bell Hendrix	Jersey City, N. J.
Louise C. Graves	Washington, D. C.
Marion Gibson	Baltimore, Md.
Pearl Davis	Jackson, Miss.

EASTER IS OVER AND WE HAVE MUCH TO BE THANKFUL FOR!

First for a risen Christ and Second for the beautiful friendship that is being built up through our Sorority and Fraternity, The Alpha Phi Omega. Let us for once have the sisterly and brotherly love that we should have even if we didn't have the Sorority or Fraternity as the Greatest Law we have is the Commandment to LOVE one another. We learn to respect other peoples feelings and we will not do anything to hurt our sister or brother.

Secondly, we had a lovely Convention under the marvelous leadership of the World's Greatest Educational Director Dr. Mary McLeod Bethune. Surely God made the plan that gave her the forethought to sponsor us, as we are the Greatest Mass of People that did not have a real Leader, that was not trying to exploit us. Dr. Bethune's life's work has been with people that could not help themselves. She has taken them and given them an education, and we feel it a priviledge to help her continue this work, as we are a business group and we are not organized for profit and if we do have a penny left over we want it to go to the Endowment Fund of Bethune-Cookman College.

NOW IS THE TIME TO PAY!

Any number of our Sorors did not pay their Annual Dues. Please send it in at once to Soror Joyner, as that is our money we use to get our Bulletin out and keep you informed as we do not charge you for the Bulletin. Our Educational News that we must have is always published in the Bulletin. Now if you have not paid, do so, at ONCE.

All Sorority Chapters were supposed to pay your Annual Fee of one hundred dollars ($100.00) to Bethune-Cookman College Endowment Fund. Now if you paid a part or did not pay anything put on a drive at once and raise the money and send it directly to Dr. Bethune, as we want all to pay their part for 1947. We are in a Six Months Drive to give to Bethune-Cookman College the amount we pledged at our annual Convention. This will help you to raise money for your local treasure and then have some extra money to send to Bethune-Cookman-College on your Pledge for 1947.

Keep up your local Civic Work as this advertises your Sorority and your School. In our next Bulletin we will print a number of events given by different Sororities, schools and teachers. Look for it in the next edition.

Alpha Phi Omega Sorority and Fraternity Chapters that attended the First National Convention at Daytona Beach, Florida, as the guests of Dr. Mary McLeod Bethune - February 27th through March 2nd, 1947.

This National Sorority and Fraternity, the Alpha Phi Omega, adopted Bethune-Cookman College as their National Project. More than three thousand dollars was turned in from this group as their first donation to Bethune-Cookman College. If you have not paid your share send it to Dr. Mary McLeod Bethune at once.

CHAPTER	CITY AND STATE
1. Pi Omicron	Indianapolis, Indiana
2. Psi Theta (Graduate)	Indianapolis, Indiana
3. Phi Iota (Undergraduate)	Indianapolis, Indiana
4. Delta Omicron Mu	Savannah, Georgia
5. Lambda Mu	Humbolt, Tennessee
6. Omega Phi Mu	Louisville, Kentucky
7. Phi Psi Sigma	Louisville, Kentucky
8. Alpha Psi Omega (Fraternity	Louisville, Kentucky
9. Phi Zeta Mu (Graduate)	Columbus, Ohio
10. Phi Zeta Mu (Undergraduate)	Columbus, Ohio
11. Phi Pi Omega (Fraternity)	Columbus, Ohio
12. Rho Nu	Tolodo, Ohio
13. Sigma Phi Omega	Cleveland, Ohio
14. Episilon Kappa Nu (Graduate)	Cleveland, Ohio
15. Episilon Kappa Nu (Undergraduate)	Cleveland, Ohio
16. Lambda Tau	Chattanooga, Tennessee
17. Psi Iota	Knoxville, Tennessee
18. Omicron Sigma	Hackensack, New Jersey
19. Phi Omega (Fraternity)	Detroit, Michigan
20. Beta Pi Omega	Detroit, Michigan
21. Beta Gamma Rho	Detroit, Michigan
22. Alpha Gamma Kappa Sorority	Detroit, Michigan
23. Psi Kappa Fraternity	Detroit, Michigan
24. Psi Upsilon	Gary, Indiana
25. Beta Eta	Mobile, Alabama
26. Sigma Omicron	Mobile, Alabama
27. Sigma Phi Theta	Galveston, Texas
28. Tau Pi Nu	Beaumont, Texas
29. Zeta	Meridian, Mississippi
30. Sigma Phi Zeta	Meridian, Mississippi
31. Alpha Delta Phi	Dayton, Ohio
32. Alpha Phi Xi	Cincinnati, Ohio
33. Kappa Rho Sigma	Charleston, S. C.
34. Zeta Phi Beta	Fairfield, Alabama
35. Alpha Alpha	Dallas, Texas
36. Sigma	Nashville, Tennessee
37 Sigma Beta Nu	New Orleans, Louisiana
38. Alpha Iota	Chicago, Illinois
39. Beta Beta Lambda	Brooklyn, New York
40. Phi Zeta Mu	Columbus, Ohio
41. Chi Epsilon (Graduate)	Memphis, Tennessee
42. Xi Lambda (Undergraduate)	Memphis, Tennessee
43. Episilon Xi	Memphis, Tennessee.
44. Alpha Beta Omega	Memphis, Tennessee
45. Phi Chi Delta	Memphis, Tennessee
46. Gamma Rho Eta	Memphis, Tennessee
47. Delta Theta Sigma	Memphis, Tennessee
48. Sigma Kappa	Memphis, Tennessee
49. Delta Phi Omega	Greenville, S. C.
50. Upsilon	Birmingham, Alabama
51 Zeta Phi Kappa	New York, N. Y.
52. Beta Zeta Mu (Graduate)	Chattanooga, Tennessee

	CHAPTER	CITY AND STATE
53.	Beta Theta Mu (Undergraduate)	Chattanooga, Tennessee
54.	Omega Xi	Cincinnati, Ohio
55.	Alpha Mu Tau	Savannah, Georgia
56.	Iota Sigma	West Palm Beach, Florida
57.	Kappa Delta Phi	Rochester, New York
58.	Chi Omicron	Rochester, New York
59.	Sigma Gamma Rho (Graduate Chapter)	Dallas, Texas
60.	Tau-Alpha Phi Omega (Fraternity)	Nashville, Tennessee
61.	Gamma Rho Eta	Memphis, Tennessee
62.	Iota Lambda	Winston-Salem, N. C.
63.	Sigma Theta (Undergraduate)	Dallas, Texas
64.	Delta Omega	
65.	Sigma Alpha Tau	Dallas, Texas
66.	Sigma Theta Nu	New Orleans, Louisiana
67.	Beta Phi Zeta	Tuscaloosa, Alabama
68.	Beta Sigma Eta	Mobile, Alabama
69.	Psi Tau Mu	Durham, N. C.
70.	(Chi Epsilon (Xi Lambda	Memphis, Tennessee
71.	Phi Mu	Memphis, Tennessee
72.	Mu Omega	Chattanooga, Tennessee
73.	Sigma Chi	Meridian, Mississippi
74.	Psi Theta (Graduate)	Indianapolis, Indiana
75.	Phi Iota (Undergraduate)	Indianapolis, Indiana
76.	Theta Omega)	ALL Little Rock, Arkansas
77.	Lambda Xi)	
78.	Nu Phi)	
79.	Psi Delta)	
80.	Pi Rho Fraternity)	
81.	Lambda Phi Beta	Houston, Texas
82.	New Chapter (Name not given in time for Bulletin)	Jacksonville, Florida
83.	Theta Nu Sigma	Mobile, Alabama

SPECIAL NOTICE TO ALL SORORITY AND FRATERNITY CHAPTERS

Mail to NATIONAL PRESIDENT, Mme. Marjorie Stewart Joyner, 4703 South Parkway, 2nd floor, Chicago 15, Illinois, a corrected copy of:

1. Name of Sorority or Fraternity Chapter
2. Officers and their addresses
3. Name and address of each member

This information is for our Bulletin Directory.

If you do not have a name for your Sorority Chapter, write the Grand Basileus: Soror Ruby Trimble, 233 Hancock, East, Detroit, Michigan. For a name for your Fraternity Chapter, write National President Mr. Fred Redmond, 808 Wood Street, Nashville, Tenn.

NOTE: If you have submitted this information, I would like to have it again.

QUALIFICATIONS OF MEMBERS OF ALPHA PHI OMEGA SORORITY AND FRATERNITY

1. Any Graduate Beautician or any Beauty Culture Student in attendance at school.
2. Must be invited by one member of the Sorority or Fraternity.

Qualifications of members of Alpha Phi Omega Sorority and Fraternity (continued)

3. Must be of good moral character.
4. High School Graduate and at least one year college.
5. Must not have any member to vote against them.

PLEASE NOTE: Any pledgee must not be kept out of the Sorority or Fraternity because of anyone's personal feelings. Don't be a part of any petty jealous attitudes! If you are a part of this scheme, you are not fit to be our Sister or Brother. We want to build our Profession not destroy it. We want all the good progressive beauticians.

All Sorority or Fraternity members pay $3.00 Joining Fee. $2.00 is sent to the National Office, all checks payable to Marjorie Stewart Joyner, mail to Mrs. Joyner, 4703 South Parkway, 2nd Floor, Chicago 15, Illinois. This information is forwarded to our National Secretary-Treasurer, Soror Mae Garris. She in turn forwards the same information to our National Grand Basileus, Soror Ruby Trimble, 233 Hancock, East, Detroit, Michigan.

$1.00 is kept in the local treasurer for the chapter use.

TAXATIONS for each Soror and Brother
$1.00 per year for the National Convention
$1.00 per year for the Regional Meeting held in your district.

When you are in good financial standing, you will receive all benefits. If you have not paid your National Dues, please do so at once.

ATTENTION! MEMBERS OF UNITED BEAUTY SCHOOL OWNERS AND TEACHERS
HAVE YOU PAID YOUR 1947 DUES?

Send your dues of $10.00 to our Secretary Treasurer, Soror Mae Garris, 2011 - 7th Ave. New York, N. Y. Make checks payable to Mae Garris. Only school owners and teachers can be members of the Parent Body.

BOOK OF THE MONTH

"ALONG THIS WAY"
by
James Weldon Johnson
A Great Writer of Many
Books and Poems

READ! For something to talk about
READ! For education
READ! For leisure time activities
READ! To know the history of the
New Negro in the United States

The New York World Telegram - Harry Hansen - says "I hope it will be read by every American of Good Will."

Buy it from your larger local Book Store; if not in stock, they will order it for you. or you may order it directly from Alfred A. Knoph, Inc. #501 Madison Avenue - New York, N. Y.

The members of the United Beauty School Owners and Teachers Association the Alpha Phi Omega Sorority and Fraternity have pledged themselves to raise the educational standards of the Beauty Cuture profession. One way to help is to READ. We all have a

Book Of The Month (continued)

moment to improve our thinking.

READ STUDY READ

I had the pleasure of meeting a noted woman, Mrs. James Weldon Johnson, wife of the late James Weldon Johnson when I was in New York a few weeks ago. Mrs. Johnson told me of the works of her illustrious husband and of his many publications. I was delighted to know her because I had the pleasure of speaking on a program with Mr. Johnson and had greatly admired his talks and works. His "Lift Every Voice and Sing" is the world's greatest masterpiece and has been sung by every American.

I am inviting every Beautician to read all of James Weldon Johnson's works. If you cannot get copies, write your National President, Mme. Marjorie Stewart Joyner and she will secure same for you.

Mrs. James Weldon Johnson will attend our next regional meeting. Date of same will be announced in our next Bulletin.

UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION AND ALPHA PHI OMEGA SORORITY AND FRATERNITY

Panel Discussion
Theme: "The House of Beauty and Business Principles"

OUTLINE

Introduction - L. G. Hale, Chairman
Business Department
Bethune-Cookman College
Part I - Business Organization Principles
A - Types of business organizations
Father M. B. Cochran,
Instructor - B. A. Dept.
B - Factors to consider in opening a business
Zelma Black
Senior - Bus. Admin.
C - Buying and Selling Activities
George Scavella,
Senior - Bus. Admin.

Part II - Business Management Principles
A - Internal Organization
Carolyn Olliver
Senior - Bus. Educ.
B - Financial Administration
1. Record Keeping
2. Taxation
H. V. Lucas,
Instructor - B. A. Dept.
C - Insurance
Nellyvonne Thompson
Senior - Bus. Educ.

Part III - Some legal facts the beauty operator should know. *
Lucylle Glymp and
Melba Attaway,
Seniors - Bus. Educ.

SUMMARY
A - Beauty School of the Future
B - Displays
Southern University
Scotlandville, La.

Bethune-Cookman College
Daytona Beach, Florida

*Skit by:
Truevee Richardson,
Sophomore
Ida McMillan,
Sophomore
Melba Attaway,
Senior
Lucylle Glump,
Senior

Thanks to Bethune-Cookman College, Daytona Beach Florida and Southern University, Baton Rouge, Louisiana, Mrs. Hale, and Miss Toddy for their display on Business Education and Literature, they made possible for the delegates. The Programs listed were very interesting and educational to all.

WHAT BUSINESSMEN WANT AND HOW THEY CAN GET WHAT THEY WANT

Statements drawn from report of State-wide Survey, conducted by The Division of Business Education, Southern University, Baton Rouge, Louisiana

BUSINESSMEN WANT	HOW BUSINESSMEN CAN GET WHAT THEY WANT
PATRONAGE: 1. More Customers 2. More operating funds 3. Less public criticism	PATRONAGE: 1. People buy where they can get good qaulity merchandise and courteous service. 2. Increased patronage increases profits. 3. While-modern buildings and better locations are important; cleanliness is next to godliness.
MERCHANDISE: 1. Public faith in salesmen 2. A greater turnover of inventory stock	MERCHANDISE 1. Salesmen should appeal to the buyer on the basis of quality of merchandise rather than racial factors. 2. Stock to satisfy the needs of the people should be carried. A market survey of what the people want to buy would help the businessman decide what articles he should keep on hand.
EMPLOYEES: 1. More adequately trained workers 2. Greater loyalty of workers to the businesses in which they work. 3. Employees who work well together and who respect management.	EMPLOYEES 1. Workers should be selected in terms of job requirements. Schools can help
BUSINESS PRACTICES: 1. Customers who pay their bills 2. Square dealing from competitors 3. Reasonable profits 4. A "going concern"	

EMPLOYEES:

both in training and in selection.

2. Standard wages for workers in similar jobs.
3. Employees must be treated as human beings.

BUSINESS PRACTICES:

1. Thorough investigation of each customer should be made before credit is given.
2. Avoid making slanderous statements.
3. Attempt should be made to sell as cheaply as their competitors.
4. Make a careful analysis of causes and failure of other businesses in an effort to avoid making the same mistakes. Plan to plow back profits to expand.

1 We will help you get your $5000 for your Birthday Each Chapter will be asked for so much.

UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION

"A NATIONAL ORGANIZATION"

ALPHA PHI OMEGA SORORITY AND FRATERNITY

BULLETIN NO. 15 **MAY 1947**

Our outstanding Chapters of the Alpha Phi Omega Sorority and Fraternity made reports at the First National Convention, which was held at Bethune Cookman College, Daytona Beach, Florida.

All Chapters of Alpha Phi Omega Sorority and Fraternity are pledged to:

I. Donate an Annual Sum of One Hundred Dollars a year to Bethune Cookman College, our National Project.

II. To work as an intelligent business group in your own local community by helping with all civic, religious, cultural and social programs.

III. To raise the standards of your Beauty Culture Profession.

IV. To select better educated persons with high morals to enter the field of Beauty Culture.

V. To encourage those with lower educational standards to re-enter elementary school and secure an 8th grade diploma and there to continue on into High School and College until all persons we contact will be seeking a higher Education and finally hold a Degree.

VI. To be originators in the field of Beauty Culture and not imitators by striving to invent original and improved methods.

VII. To create and originate Hairstyles that will be adopted by the nation just like styles are adopted that are created and originated by other racial groups.

VIII. To collect, compile and write the history of the Negro Beauty Culturist industry and Hairdresser.

IX. To hold the Negro market in the Beauty Culture Field by buying and using products manufactured by Negro Manufacturers and Jobbers or buy only from those who employ Negro representatives and contribute to the upbuilding of the Negro Community.

OUR OFFICERS ARE REALLY ON THE JOB

Thanks to all the Officers of the United Beauty School Owners and Teachers Association and to all the Officers of the Alpha Phi Omega Sorority and Fraternity for all the lovely Chapters that they have set up in so short a time.

Our National Vice President, Soror Allura Stams of Memphis, Tennessee, has been busy day and night since she has been appointed by our National President to see that all cities and states have a Chapter of The Alpha Phi Omega Sorority and Fraternity. She in turn has appointed Mr. Levye Chapple, State Director for Mississippi for the Alpha Phi Omega Fraternity and Soror Pearl Davis, State Director for Mississippi for the Alpha Phi Omega Sorority. They are busy organizing Mississippi.

Mr. E. F. Young, Jr., Mississippi's most outstanding owner has given every support to the Alpha Phi Omega Sorority and Fraternity as he is very anxious for all the Beauticians of his state to take their rightful place in the "Greek World."

All of out State Organizers have done a fine job - I don't know who will take the prizes: Soror Henson, Ohio; Soror Ruth Gause, Dallas, Texas; Soror Long, Beaumont Texas; Soror Patterson, Little Rock, Arkansas; Soror Emma Handy, Chicago, Illinois; Soror Mary Fortner Hall, Indianapolis, Indiana; Soror Bernice Shephard, Dayton, Ohio; Soror Hattie Besteda, Mobile, Alabama; Soror Myrtle C. Cook, Detroit, Michigan; Soror Lydia Hamilton, Greenville, S. C.; Soror Doris Bailey, Gary, Indiana; Soror J. M. Walker, Savannah, Georgia; Soror Laura Hughes, Indianapolis, Indiana; Soror Sadie Ridley, Apex College, Chicago, Illinois; and Soror Jessie White Cooper, Humbolt, Tenn.; and Soror Julia Rose Thompson, Tyler, Texas. We could go on with many more Sorors who are doing outstanding work, but time will not permit. They will be given credit in the next Bulletin.

NEWS WANTED! YOUR SORORITY AND NATIONAL DUES WANTED!

Soror Maude Gadsen and Soror Ruth Jackson, our Publicity Directors, want you to please send all news for the Bulletin directly to our National President, Soror Marjorie Stewart Joyner, 4703 South Parkway, Room 242-44, Chicago 15, Illinois. Please also remember that you pledged to send Soror Joyner the money for your Sorority and your Membership in to the United Beauty School Owners and Teachers Association. This pledge was made at the National Convention. We carried your Name and Chapter in good faith; now our Officers report that you have not sent the money to them, and I know that you have not sent the money to me. YOU know who owes - will you send it to us at once? We operate on a small budget not for profit.

SOUTHERN BEAUTY CONGRESS BEST SHOW OF THE YEAR

One of the most outstanding Shows was the Southern Beauty Congress which was recently held in Birmingham, Alabama. Soror Ruth Jackson, Soror Wilma Nichols, Soror Ernestine Foster, Soror Barbara Durr, Soror Iona Ward, and all the Members of the Southern Congress are due much credit for the outstanding program which was enjoyed by all who attended.

The Official Group headed by Soror Ruth Jackson was responsible for the program in general. With her Co-Worker and most outstanding Teacher, Wilma Nichols, they make a real team for efficient work. Soror Allura Stams was leader of a discussion group. The Show was attended by thousands and many new ideas were presented that will mean dollars for all.

Mr. Lucius Harper was the Guest Speaker for the opening meeting and Mme. Marjorie Stewart Joyner was Guest Speaker for the banquet. Mr. Harper is an Editor of the Chicago Defender

Three days were given over at the Southern Beauty Congress for Education. Mme. Lygoria Maynor Jackson, Chicago, was Guest Hair Stylist; Mme. Lillian Robinson, Chattanooga, Tennessee, was also Guest Hair Stylist for the Congress. Mme. T. B. Boyd, Nashville, Tennessee, was one of the Guest Lecturers who made a hit with her wealth of Beauty Culture. There were many others who will be spoken of in our next Bulletin.

Mme. Ethyl Brown

FINANCIAL DRIVE

Soror Mary Fortner Hall, of Indianapolis, has just informed us that the Alpha Phi Omega Sorority Chapters of Indianapolis will assist the Flanner House in a Tea for the benefit of their financial drive.

SPECIAL NOTICE TO ALL MEMBERS!

Soror Louise Scott, and the Sorority Chapter of Rochester, New York, one of our finest Chapters of Alpha Phi Omega, just sent Dr. Mary McLeod Bethune their second One Hundred Dollars on their National Obligation. This started our Six Months Drive to complete our Pledge to Dr. Bethune. If you have not sent your money to Bethune-Cookman College, do so at once, as this is our National Pledge. Make all checks for this drive to Dr. Mary McLeod Bethune and send them to Bethune Cookman College, Daytona Beach, Florida. Remember, we are the first Sorority and Fraternity in America to adopt a nationally known College as our Education Project. If you gave Dr. Bethune part of your Pledge, please send her the balance. If you did not pay anything on the Pledge, then you know that you are to send $100.00 from your School, or $100.00 from your Sorority Chapter. You can have a Tea or a Program to raise the money, as any one will help you to raise the money when you tell them it is for Dr. Bethune's College, as she has given her life for Education.

PLEASE READ THIS VALUABLE INFORMATION. IT IS IMPORTANT

We are very anxious to have new members in all Sorority Chapters and we are therefore asking all Chapters to build their pledge clubs immediately. We are enclosing a copy of the procedure with this Bulletin. You will note that one copy of the Constitution has been enclosed with the Sorority Bulletins. We did not send just a School Owner or a Teacher one as they are for the membership Group of the Sorority. If we have a School Owner who has not sent in a Sorority for her individual school, it is to her advantage to do so as this is the only way any school can perpetuate her or his NAME. Think it over.

All groups of Beauticians of any city that qualify should send in to the Grand Basileus, Soror Ruby Trimble, and ask for Information as to who may join the National Organization of "Alpha Phi Omega."

All Student Beauticians, Graduate Beauticians, of good moral character who have a high school education and hold a diploma of graduation, or have passed a satisfactory equivalent examination approved by the State Board of Examiners, are eligible to join the Undergraduate Chapter. Those with College Credits or those who hold a Degree, can be members of Graduate Chapters.

We urge all members who do not hold a Degree to return to College and secure one if at all possible. Now we do not expect those of later years who feel that they are not physically able to return to school. We are only suggesting that you return if you so desire.

For further information, write to our Grand Basileus: Soror Ruby Trimble, 233 Hancock East, Detroit, Michigan, or write to our Grand National President of the Fraternity, Mr. Fred Redmond, 808 Wood Street, Nashville, Tennessee.

For information about the United Beauty School Owners and Teachers Association, write our National Secretary-Treasurer, Soror Mae Garris, 2011 Seventh Avenue, New York, N.Y. For information of the Southland Sorority Chapters, write Soror Henriena Carroll, Monroe, Louisiana; or Soror Allura Stams, 237 Vance Avenue, Memphis, Tennessee.

GREENVILLE, MISSISSIPPI - Beauticians in Mississippi have just closed the most largely attended District Meetings in the history of the Mississippi Independent Beauticians Association. The theme: "The Handwriting Is On The Wall", was quite eminent as the Beauticians through panel discussions lamented over the newly faced competition of the hundreds of veterans now entering the beauty field as well as the large number of white ownerships of Negro beauty parlors now invading the State and the South.

Meetings were held in the following cities: Holly Springs, Okaloma, Greenwood, Starkville, Philadelphia, Jackson and Columbia.

Levye Chapple, Public Relations Counselor of the State Association, advised the group to concentrate on selling to their customers the unsold services of Beauty Culture as well as bringing their education and shop equipment up to the same standard as the newly faced competition.

Prominent persons in attendance at the various meetings included Mme. Allura Stams and Mme. W. E. Bruce of Memphis; Alvin Stams, Memphis; A. G. Gaston, president of the National Negro Business League of Birmingham, Alabama; Duke Williams, president of the Mississippi Negro Business League and many others.

The workings of the National Beauty School Owners Association and the Alpha Phi Omega were brought to the group resulting in the organizing of a Sorority Chapter at Jackson. The 26 Beauty School Owners in Mississippi will be called in a special meeting at Columbus on July 13th at which time all of them will receive information on organizing sororities in their respective schools.

A LETTER TO THE PRESIDENT AND MEMBERS OF THE TENNESSEE STATE BEAUTICIAN ASSOCIATION

Chattanooga, Tennessee
October 9, 1946

Madam President, Members of the Tennessee State Beautician Association, Visitors, and Friends:

We, your committee on Students do ask to make the following report.

The students should be obedient, eager to learn and to get the best and all the knowledge we can about Cosmetology. Our appearance should be very neat and clean at all times, be thrifty, for a thrifty student will make a thrifty operator. Should possess a pleasing personality. If we master this while a student, we will possess it as an operator. We know there are certain qualifications and requirements for students and we should come up to par with all of them.

Now what the student thinks her instructors should possess. They should possess a pleasing personality, patience and kindness. Should be neat and clean in appearance at all times, be on time, punctuality plays a great part in the instructors profession. Last, but not least, she should be well versed in what she is to teach. One who gives you a good understanding of the human body. One who can tell why it is because of this "Pathogenic Organism" sterilization is neccessary. One who can explain to you that the cell, a minute living matter, is the fundamental Unit of structure and function, and is the basis of all life. That tissues are combinations of similar cells engaged in a similar function, that organs are structures conteining two or more different Tissues which are combined to accomplish a definite function, one who can explain to us systems are groups of organs which cooperate for a common purpose. Namely the welfare of the entire body, that these organs must be protected, therefore they are put into a bony structure, (the skeleton) this skeleton must be clothed, so muscles are placed around it. We need instructors who are able to teach us that every--muscle has its own nerve and blood supply which is called the circulatory system and the nervous system. The nerves originate in the brain and spinal cord, the Brains are enclosed in the skull or cranium and makes us conscious of our surroundings enabling us to see, hear, feel, think, and move every muscle of our body.

We need instructors who can teach us that through the digestive system the food we eat is turned into blood which nourishes the organs and systems. The human body is not complete without the skin and its appendages, hair, nails, and glands (oil and sweat) that the skin protects all the underlying tissues. We need instructors who can teach us how to groom the nails, to give manicures and pedicures, how to style the hair to bring out the hidden beauty of each patron. Those are the qualifications we as students think an instructor should possess. We are proud of our instructor, Mrs. Libbie D. Strange.

We, the Students of Stranges' School of Cosmetology:
Mrs. Jessey Mann, Miss Jessey Kinard, Mrs. Mabel Rawals. Mrs. Medora Berry, and Mrs. Florine Peet, Chairman.

UNITED BEAUTY SCHOOL OWNERS
AND
TEACHERS ASSOCIATION

To Our Soror Majorie Stewart Joyner:

After reading our Bulletin No. 7, the December Issue, I feel highly honored by your request of me to write an article on "Electricity That A Beauty College Teacher Should Know." Was also glad to hear all of the good news inclosed as well as the valuable information about our coming convention in Florida (the latter part of February and March) with one whom I deem a great leader of our race, Mrs. Mary Bethune.

May I say thanks to you for your confidence in me. I hope that I can do a little bit of good in my efforts.

Electricity that a Beauty College Teacher should know covers every branch of modern Cosmetricity. Since we know that electricity is dangerous in the hands of ignorant teachers, operators and students, whether he or she is a college teacher or a school with one teacher, it is wise to know electricity. A thorough knowledge of its fundamentals and technique will make you its master and it your slave. It can be used to the greatest advantage in labor saving, health and banking.

First the instructor who teaches electricity receives as well as gives much of the benefits derived from its magnificent power; and he or she should be well informed of each modality that the current can be induced to each student without fear of shock or electrocution.

To teach electricity, one should know the initial current of the building, its voltage and amperage; and each student should have an authoratative textbook covering the subject from which they can be assigned a regular lesson, because the fundamentals must be mastered. They must learn the technical terms and know what each technical term stands for.

Now we must have in the beginning, some definite conception of electricity and light, heat, chemical and mechanical effect; as to what the different forms do. Two-thirds of the beauty operators are ignorant in the use of electricity. They use it many times in the wrong way just because they do not know about the electrical forms. All of these different electrical forms or light would be as so many bottles of drugs and jars of creams in our dispensary if they were really understood; you use one or two, or combine them to get certain results that you are after. When you understand what they represent, what they will do, then you will use them in a common sense and scientific way and you will get results that you can not get just merely because you heard that High Frequency was good to make hair grow and that negative Galvanic is something to use for such and such a condition or scalp or skin. Now that is all there is to it.

So, I will lay a foundation by understanding what the different measures stand for. Let us classify under action of currents and light; that is, whether they act through the production of heat or whether they act in an exercise or a mechanical way. The Galvanic current is the only current that we use that has a chemical effect and is capable of chemical action. To produce polar effect is the same thing because it is the polarization that means the chemical action. You will then naturally know that you can only do that with the Galvanic current.

Of course we know that the Ultra Violet, which is the modality used by doctors, has a chemical action too, and that another measure, the upper part of the visible spectrum-the blue, indigo and violet are chemical in their nature.

Right there you have the first foundation. Then from the heat standpoint, you have the infra-red and your high frequency current. You also have the lower part of the visible spectrum - the red, orange and yellow - as heat producers. So, if you want heat, you learn a little with these currents as to why you might choose the Infra-red in place of the heat produced by the High Frequency current or some other form of heat. Ordinary is produced by simpler measures.

One must first learn a number of fundamental definitions; what volts, amperes and units of measurements are. You heve got to get those things down so that they are a part of you. When the term modality is used, it must convey a definite meaning to you. What is modality? The various measures are known as modality. The term modality as herein used means any form of electricity or light and may be defined as a mode or manner or method of employing either an electric current or form of light. Thus, the Galvanic current in one modality; therapeutic light, High Frequency, etc.

Visible demonstrations of bubbles **in the polarity test** with the explanation of why you get more bubbles at the negative pole, always helps the class to understand the difference in the action of the poles. The Galvanic current always acts in one direction, because we are always creating voltage or potentiality at the positive pole, so it flows to the negative pole to equalize it.

Sincerely submitted,
Soror Mary E. Patterson,
Little Rock, Arkansas.

SOUTHERN BEAUTY CONGRESS NEWS

(AND ALL THAT IS STATED HERE WAS CARRIED OUT TO THE "T".)

The Executive Committee of Southern Beauty Congress, Inc., held their meeting at Birmingham, Alabama. Plans were endorsed for the largest congressional meeting ever held in Negro Beauty Culture. Many new features were presented and accepted. Outstanding leaders in the field of business will officially open the Congress at Birmingham's historical 6th Avenue Baptist Church, Rev. John W. Goodgame, Pastor, located on the south-side of the magic city.

Attorney Charles W. Anderson, of Louisville, Ky., was elected honorary member of the Executive Committee. The Executive members present were: Mr. Adolph R. Phillips, Vice Chairman, Mme. Beatrice Patton, Mme. Pearl E. Davis, Assistant Secretary, Mme. Ola Mae Forte, Mme. Ernestine Foster, Corresponding Secretary, Mme. Wilma G. Nichols, Treasurer Attorney J. Mercer Burrell, Legal Advisor and Mme. Ruth J. Jackson, Chairman.

The State Chairmen were given courtesy tickets to the annual Vulcan Bowl Game. The States Representatives present were: Mme. T. B. Boyd, Tennessee; Mme. Josephine Hubert, Kentucky; Mme. Jessie Hicks and Alice Jefferson Whiting of Texas; Mme. Carrie

Taylor, Louisiana; Mme. Ola Mae Forte and Dorothy Hardy, North Carolina, Mme. Pearl E. Davis and Amanda Turner, Mississippi.

The Local Host Committee Mme. E. A. McAlpine, Chairman, entertained the visitors with a New Year's dinner party at Bob's Reed Blue Bird Inn on the East-side. A tasty chicken dinner was served. More than thirty guests enjoyed this gala affair with everyone pledging themselves to the 1947 Congress. Mme. McAlpine, presented the workers of the Host Committee, Mme. Willie Mae Cook, co-chairmen, and 1946 winner of the Queen of Southern Hair Styles, Mme. Leo Cobb, secretary; Mme. Alberta Bates; Mme. Iona Ward, Chairman of Courtesy Committee; Mme. Mattie Powell, Mme. Maxie Hampton, Mme. Myra W. Kirby, Chairman of the Home Committee; Mme. Bertha L. Vance, Mme. Dora S. Fitzpatrick and Geraldine McKinney, Chairman of the Entertainment Committee. At the conclusion of the meeting, the guests were served a Turkey Dinner at Oak-Haven, the country home of Mrs. Ruth J. Jackson. Many games were enjoyed by all and Oak-Haven would serve as a rest haven for tired beauticians during their vacations. Mme. Lillian Robinson sent regrets that she could not be present because of the illness of her mother in Chicago, Illinois. Mme. Allura Stamms, of Memphis, Tennessee, will direct the panel discussion (theme) Beauty Culture is Indispensable in Our Modern Mode of Living. Manufacturers, Jobbers, Businesses, Institutions have already made reservationsfor the nineteen booth-show and eighty page Congress Journal. A citation of award will be presented the most outstanding citizen in a certain Southern section. Leading business and professional men and women will serve on the National Advisory Committee. One of America's expert Hair Designers will illustrate the art of hairstyling. New features in Beauty Culture including the art of salesmanship, shop ethics, will be given at the Southern Beauty Congress clinic. The Beauticians will direct their patrons to choose their Beauticians as they would their physicians.

Mme. L. E. Coleman of Dallas, Texas, President-Founder of Coleman College of Beauty Culture had one of the most outstanding Graduations that I have seen. She is, as you know one of our Pioneers in the Great South-Land, and is due much credit for her outstanding work in the field of Beauty Culture. She has thousands of successful Graduates to her credit. She invited me to attend her graduation while I was in Dallas as the guest speaker for my Company, The Mme. C. J. Walker Company.

The South Western Regional Meeting of Alpha Phi Omega Sorority and Fraternity was held in Dallas, Texas, April 10th, 11th and 12th. Eight Chapters were in attendance and made fine reports as to their activities. The report that interested me most was the one made by Soror Julia Rose Thompson of Tyler, Texas. She stated that the Alpha Phi Omega Sorority was invited to help the A.K.A.'s, Deltas and Zeta Phi Beta Sororities to decorate a Hall for an Easter Service for a city-wide Program they were holding in Tyler, Texas. We are mighty glad to have this fellowship with our Greek Sorors. We hope that all of our Sorority Chapters will work with all other Sororities and Fraternities. Educational and Business meetings were held during the Regional meeting. Hairstyling lessons were featured. There was a Tea, a Reception, and a Luncheon along with a Seminar at the YWCA closed a beautiful Regional Meeting. Thanks to all who attended: Sorors of Alpha Phi Omega who attended the Southwestern Regional are: Sorors Gertie McWilliams, Jessie Mae Davis, Coletha Browning, H.H. Roark, Marjorie S. Joyner, Ruth M. Gause, Clentis B. Weems, Alice Jefferson Whiting, Ella Mae Hogg, Georgia Mae Linzy, Julia Rose Thompson, Oney May Edwards, Mildred Savage, Velma Chaney, Corine Rector, Louise Payne, Idella Rowden, Theresa Sneed, Alice Davis, Arula Roberson, Lesker B. Blanton, Rosa Lee Kennard, Goldie L. Foster, Evelyn M. Brown, Jean Moore, Georgia Towles, Mildred Burrus, Elizabeth Nabors, Nannie B. Reeves, Queenie Ross, Ionea Pleasant, Dorris Fenet, Zilphia Daniels, Hattie H. Jackson, Ivey B. Jackson, Mamaie Tisdale, Trubie Baker, Willie Bell McCutcheon, Bessie M. Ransom, M. E. Cooper, Pearl Miller, Winnie J. Mason, Georgia Clark.

All of the Sorors of Alpha Phi Omega Sorority of the Alpha Alpha Chapter wore white sweaters with their Greek names on the back. The names were made of Blue felt. This made a pretty picture and was a great advertisement to other Sorors who attended the

Regional Meeting.

A Representative of the Negro Chamber of Dallas spoke to the group and also commented on the fine work that Basileus Soror Ruth Goss and her Co-Workers were doing.

The Sorors gave Soror Joyner a beautiful Gift in appreciation of her work with them.

WALKER COLLEGE, DALLAS, TEXAS, HOLDS GRADUATION

Beautiful! That is what was said of the Mme. C. J. Walker College Graduation. Eighty eight persons in all white caps and gowns made a most beautiful picture. The Church was packed. The program was the last word in educational grandeur. The Graduates gave a large sum of money to the Church, and also to a Civic Project.

Mme. Hattie Roark and her Faculty have made the most rapid progress of any School in the Southwest. One third of the line of March was composed of men, and the undergraduates of the Walker College wore sheer black dresses as well as did the Agents of Mme. Walker College.

Chicago Chapter, The Alpha Iota, elected Soror Emma Handy as their Basileus. They plan big things after their Installation of Officers. Watch for a Report. They just gave $150.00 To Cosmopolitan Church for their Community House Fund. They are also working on the Second $100.00 for Bethune Cookman College

SOROR COOK OF DETROIT LEADS THEM ALL

Soror Myrtle Cook of Detroit, Michigan gave so much money to Bethune-Cookman College that all other Sorority Chapters are trying to catch up with her. They will have to go some to make a grand report like Soror Myrtle Cook did.

Soror Katie Wickham of New Orleans had a Seminar at Dillard University last week. Soror Mae Garris, New York and Soror Lydia Adams of Chicago, Illinois were guest Artists and Speakers. You will get a full account in the next Bulletin.

STUDY YOUR LESSONS!

Are you getting your Lesson and will you be ready for your National Examination? Remember I gave them out at the National Convention. If you did not get a copy of the lessons, write Marjorie Stewart Joyner, your National President and she will send you a complete copy. Send thirty-four cents in stamps to cover postage. The lessons are free to you, if you are a Member. Work with one sheet a month and learn every word of it and finally when you have learned all twelve sheets you will really be a Real Teacher of Beauty Culture.

If you have any good ideas, send them to me so I can pass them on to our Sisters and Brothers. In that way we can build our Profession. Send them to Soror Joyner.

Soror Iona Cockrell, Memphis, will soon send us news of Dawn Breakfast recently held in Memphis

LETTER FROM SOROR BERTIE HERNDON

BERTIE'S BEAUTY SALON
MRS. BERTIE HERNDON, PROP.
751 - 26TH STREET
NEWPORT NEWS, VIRGINIA

Mrs. Marjorie Stewart Joyner
Chicago, Illinois

Dear Mrs. Joyner:

Will you kindly make mention of our Trade Show in your School Paper? Since this is our first effort, we are very anxious to have representatives from all states. We are earnestly hoping that you will be able to attend. Dates: June 15, 16, 17, 1947.

I am hoping to hear from you.

Sincerely yours,
Bertie Herndon.

SORORITY ROOM

Sigma Phi Omega Chapter of Cleveland is planning to set up a Sorority Room - so says Rose Clarke Brown, Basileus.

East Chicago Indiana, and Gary Indiana, have new Chapters. Look for the news in the next Bulletin.

LETTER FROM T. L. LUMPKIN

LUMPKIN'S BARBER COLLEGE
545 MISSISSIPPI AVENUE
MEMPHIS, TENNESSEE

May 6, 1947

Mrs. Marjorie S. Joyner
4703 South Parkway
Chicago, Illinois

Dear Madam:

I was talking with Mrs. Allura Stams, owner of Allura's Beauty School concerning the setting up of an Under-graduate Fraternity in the Lumpkin's Barber College.

I am fully interested in becoming associated with the chapter that is headed by your Organization.

Thanking you in advance for all consideration.

Very truly yours,
T. L. Lumpkins, President
Lumpkin's Barber College.

We need all the Fraternity Chapters we can get. Chapter Members, get busy and get these Brothers in.

LETTER FROM SIGMA PHI THETA SORORITY, GALVESTON, TEXAS

2928 M½ - Apt. #4
Galveston, Texas
May 8, 1947

Dear Mrs. Joyner:

The Sigma Phi Theta Sorority was organized the first of April at Galveston, Texas, with a membership of 25 under the supervision of Madam A. N. Long, of Beaumont, Texas.

The Sorority worshiped as a group at the Mt. Olive Baptist Church, Sunday April 13th, and donated to the Church the sume of Twenty-three dollars.

The last Sunday in April, the Sorority entertained with a Silver Tea. Over seventy guests registered during the evening. Receipts from the tea amounted to forty dollars and fifty cents, which was donated to the Texas City Relief Funds.

Mrs. Hezel Philips, Basileus
Mrs. Leōna Sophers, Antapokritis

DUTIES OF A DISPENSARY CLERK

EVERY STUDENT SHOULD KNOW THIS

Definition: Dispensary - A place where things are dispatched, mixed, set up or compounded for Beauticians use in a school or shop.

WET STERILIZERS

I. Make up Solution in Wet Sterilizers for Students and Operators.
Use: 6 tablespoons of Formaldehyde) 5% solution
1 quart of water)
Make Solution Fresh everyday.

II. Check Dry Sterlizer: if no fumes are present, take a small dish, place a piece of cotton on the bottom of dish, pour tablespoon of Borax on cotton, then 1 tablespoon of Formaldehyde on cotton and Borax, then place dish inside of sterilizer.

III. Place every item in order on shelves.

IV. Give out supplies to students or operators.

Collect all containers and un-used supplies. Clean and put in place.

See that Student cleans their individual working area.

Clean the Counters, wipe off mirrors, pick up Hair and burned matches.

Straighten chairs and Manicure tables.

Throw out empty containers. Wash all brushes, combs, etc. Wash your hands - in 1 or 2% solution of an Antiseptic.

Combine all partially filled jars, etc.

VI. Check all labels and directions on containers before dispensing materials.

VII. All containers must be covered at all times when not in use.

VIII. For all preparations not in dispensary, ask at "Sales Window" in the front office for slip to purchase same, if it is not carried in stock.

FOR SCHOOL OWNERS!! TEACHERS!!

Most Faculties as a whole have a meagre knowledge of educational psychology, and there fore understand very little about the scientific basis for teaching, such as the laws of learning, the learning curve, tests and measurements, and the various methods of teaching.

TESTING

1. The testing program is in great need of improvement. There has obviously been little study made of a testing program at most colleges.

2. Are aptitude tests given at the college to determine a students ability to handle the manipulatives aspects of the course?

3. Are intelligence tests given to determine the students ability to handle the intellectual aspects of the course?

4. As a rule a system of grades has not been used, making it impossible for teachers to have the needed knowledge of its students.

RECOMMENDATIONS

A. Pupil Accounting.

1. The record of each student should contain more pertinent information. These records should contain the names of previous schools attended, records made in these schools, and other information of the student's past which would make it easier to understand and work with this student.

2. After a system of grades has been worked out, these grades should appear on the students record and the student should receive a grade for each of the subjects studied. Such records would prove invaluable for purposes of recommendations. It also would provide some tangible means of evaluating the student in terms of the student body in general.

CURRICULUM

1. It is imperative for the college to have a course of study. This course of study should be worked out in terms of the objectives of the college and under the supervision of a specialist.

2. Once the curriculum has been worked out, it should become foundation around which all of the activities of the school should revolve. Every faculty member should become conversant with it, and every student should have a copy upon entrance.

3. When the course of study has been completed, the lectures of the faculty, and the efforts of the students should be directed toward the attainment of its objectives.

TEACHERS METHODS

1. There is a need for the in-service training of teachers. The following methods are suggested.

   a. The employment of an educational counselor to advise and instruct the teachers.

   b. The use of institutes. These institutes would bring in experts in the various fields.

TESTING

1. There is a need for a testing program in the college. This program should be set up under the supervision of a specialist and should include the introduction and consideration of intelligence and aptitude tests.

GENERAL RECOMMENDATIONS:

If your College has a particular problem, write our National President, Mme. Marjorie Stewart Joyner, and she in turn will write members of our Educational Board for the answers if she doesn't have them available.

NOTE: EDUCATIONAL BOARD MEMBERS: Send me in news and questions and answers for your department, please.

Learn your Greek Alphabet and memorize this song:

NATIONAL ALPHA PHI OMEGA SONG

TUNE: "LET ME CALL YOU SWEETHEART"

Alpha Phi Omega, I'm in love with you
Alpha Phi Omega, say you love me too,
Keep your love light burning in your heart so true
Alpha Phi Omega, I'm in love with you.

Alpha Phi Omega, I'm in love with you
Alpha Phi Omega Colors white and blue
Keep your banner flying with a love that's true
Alpha Phi Omega, I'm in love with you.

Alpha Phi Omega, United Schools are true
Our educational standards are the highest too
Bind us all together with your band of Blue
Alpha Phi Omega, I'm in love with you.

MOTTO: "Great oaks from little acorns grow."

COLORS: White and Blue

FLOWER: White Carnation

PLEDGE CLUBS: (For Sororities) "Oak Leaf"
(For Fraternities) "Acorns"

Dear Sorors and Brothers:

Hurry and set up pledge clubs in your cities. Make some Oak Leaf and Acorn Clubs for your Sorority and Fraternity.

MARJORIE STEWART JOYNER

NATIONAL PLANNING COMMITTEE OF ALPHA PHI OMEGA

Mrs. Rosa L. Harden, Sec'y.	905 W. 41st St.	Savannah, Georgia	Tele. 8678
Mrs. Dora Goodlett, Chrm.	863 Beecher St.	Cincinnati, Ohio	" Wo 9677
Mrs. Ruth H. Pauletti	951 Atcheson St.	Columbus, Ohio	" Ad 8976
Mrs. Mary Ellis	423 Wheatland Ave.	Columbus, Ohio	" Rh 8215
Miss Georgia Spann	6400 Cottage Grove	Chicago, Illinois	
Mrs. Francis Bell	1037 W. 2nd St.	Dayton, Ohio	" He 3562
Miss Ruby Walton	1037 W. 2nd St.	Dayton, Ohio	" He 3562

THE RICHARD'S SCHOOL OF BEAUTY CULTURE, BOGALUSA, LOUISIANA

Held their Third Annual Commencement Exercise, Monday Evening March 10, 1947, at the Central Memorial Colored High School, Seventh Street, at Eight-Thirty O'clock.

Commencement Speaker, Mrs. Gertrude Thomas.

ALPHA PHI OMEGA SORORITY

OFFICERS

Basileus	President
1st Anti-Basileus	Vice President
2nd Anti-Basileus	2nd Vice President
Grammateus	Financial Secretary
Ta'mias	Treasurer
Epistolean	Recording Secretary
Antapokritis	Journalist
Custodian	
Parliamentarian	
Sergeant at Arms	
Chaplain	
Reporter	

INTERPRETATIONS

Basileus . . . . King - or leader

Grammateus or Grammataster Scribe: Notary

Epistolean-a writer of Epistles or letters, correspondent.

Ta'mias --- name given to any person who has the care, Management, or disposition of money, stock or property of any description confided to her as an employee or treasurer.

Antapokritis - Journalist or writer: one who publishes news.

GREEK ALPHABET

NAME	FORM	NAME	FORM	NAME	FORM
Alpha	A	Iota	I	Rho	P
Beta	B	Kappa	K	Sigma	Σ
Gamma	Γ	Lambda	Λ	Tau	T
Delta	Δ	Mu	M	Upsilon	Y
Epsilon	E	Nu	N	Phi	Φ
Zeta	Z	Xi	Ξ	Chi	X
Eta	H	Omicron	O	Psi	I
Theta	Θ	Pi	II	Omega	Ω

PERSONALITY

PERSONALITY is that which constitutes an individual a distinct person.

We meet people and are attracted to them because of their dazzling personality. But how many of us stop and analyze exactly what it is about them that does attract us? Not many I am sure, for one usually takes such things for granted. We find and agree upon, however, that it is the winning personality of one that creates many friends- that personality over-rules beauty and that through personality one can be successful. We also meet thoroughly educated people who are equipped with knowledge and experience that without a doubt would qualify them for almost any position either professional or industrial, but lack the one thing we are concerned with personality, and therefore, fail to impress and oft-times fail to make the right contacts because of an estranged personality.

Now the question arises - What is personality? A definition sometimes needs explaining. Personality is the good and bad traits reflecting ones character.

Personality is ones disposition and pattern of behavior among people. These traits whether desirable or otherwise result from ones environment, state of mind, home-life, family and friends. Too, inferiority complexes, a phase of ones personality, could develop from a physical impairment, which could also reflect on ones personality.

The captivating person who is in demand by so many people is he who has a warm genuine smile and kind words that puts one at ease when in his company. The over-friendly person is usually as uncomfortable to be around as a cold selfish one. The happy medium is the stage of developing a fine acceptable personality. A wise person enjoys the enviable reputation of never allowing himself to be swept away by his emotions. He has cultivated the habit of self-control.

Most of us envy others for their popularity instead of taking inventory of our own traits and reactions and adapting some good ones and recind the bad. This is how to prepare ones character. If we are to be distinguished in anyway, we must see our faults as a mirror shows us our face. For personality is that which constitutes an individual a distinct person.

MARJORIE STEWART JOYNER
National President
Chicago, Ill.

ALURA G. STAMS
First Vice President
Memphis' Tenn.

MAE GARRIS
National Secretary - Treasurer
New York City

HATTIE ROARK
National Chairman,
Executive Committee At Large
Dallas, Texas

MAUDE GASEN
National Director of Publicity
New York City

RUBY ALLEN TRIMBLE
National Director,
Alpha Phi Omega Sorority
Detroit, Mich.

FRED REDMOND
National Director,
Apha Phi Omega Fraternity
Nashville, Tenn.

Phone OAKland 5594

UNITED BEAUTY SCHOOL
OWNERS & TEACHERS ASS'N

4703 South Parkway, Room 242
CHICAGO 15, ILL.

OFFICE OF THE NATIONAL PRESIDENT

February 10, 1948

Mr. Richard V. Moore, Pres.
Bethune-Cookman College
Daytona Beach, Florida

Dear President Moore:

Dupe!!

Will you please send me for my files the names and addresses of the Sorority Chapters that have sent into your Office any sum of money payable on their pledge to Bethune Cookman College in order that I will have it to make a complete report of chapter donations at our annual convention which begins February 29th.

I would also like, if you have on hand, some literature of Bethune Cookman College, especially any pictures of the buildings. I want to give the literaute to the members of the various chapters at the convention to take back to their local groups. I would like to have a display of the pictures.

We hope we will have a nice report to give and we wish it was possible for you to attend our convention. Thanking you sincerely for your cooperation, I remain

Sincerely yours,

Marjorie Stewart Joyner

Marjorie Stewart Joyner,
National President

MSJ/m

February 19, 1948

Mrs. Marjorie Stewart Joyner
National President
United Beauty School
Owners & Teachers Association
4703 South Parkway, Room 242
Chicago 15, Illinois

Dear Mrs. Joyner:

This is to acknowledge with thanks your letter of February 10.

In compliance with your request, we have had our Business Office compile a statement giving the names and addresses of Sorority Chapters that have sent in money payable on their pledge to Bethune-Cookman College, and a copy of this statement is enclosed for your information.

Two pictorial placards have been prepared and will be sent to you in time to be put on display at your annual convention February 29. A supply of literature is being sent under separate cover.

We are grateful for the interest, cooperation and financial support your organization is giving our Institution. You have our best wishes for a successful convention.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-T
1 enclosure

March 17, 1948

Mrs. Marjorie Stewart Joyner
National President
United Beauty School
Owners and Teachers Association
4703 South Parkway—Room 242
Chicago 15, Illinois

Dear Mrs. Joyner:

The Trustees, faculty and students of Bethune-Cookman College join me in expressing sincere appreciation to you and the members of the United Beauty School Owners & Teachers Association for your generous contribution of $2,666.00 in support of the Program of Bethune-Cookman College. Official receipts for this amount are enclosed.

You will note that we are returning one of the checks for $100.00 that is made payable to you. We would appreciate it if you would endorse it and return same to us.

This evidence of your continued interest in the development and perpetuation of our Institution is very encouraging. With the confidence and continued support of friends like you, we shall endeavor to build upon the solid foundation that has been so nobly laid by our Founder and President-Emeritus, Dr. Bethune.

Please send us a list which will give the names and addresses of each Chapter of your organization, along with the name of the Presidents or Secretaries. We would like to send them the monthly bulletins from the Institution and keep them informed as to the development and expansion of the program.

I look forward to the opportunity to meet each of you personally. Please visit with us whenever you are in this section.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-T
Enclosures

The Mme. C. J. Walker Manufacturing Company, Inc.

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January 3, 1950

Miss Eloise Simpson
Secretary to President
Bethune Cookman College
Daytona Beach, Florida

Dear Miss Simpson:

I am sorry about the delay in answering your letter, but I received it today because we have been on vacation.

Here is the completed list. I asked Mrs. Joyner concerning the other chapters and she says you will receive same from the convention, which will convene in New York, February 27, 28, March 1, 2, 3, 1950.

Here's hoping you a prosperous New Year, I am

Respectfully yours,

Mattie S. Duckett

Mattie S. Duckett
Secretary to Mrs. Joyner

MSD/m
Incl.

February 27, 1950

Mrs. Marjorie S. Joyner
National President
United Beauty School Owners & Teachers Assn.
4703 South Parkway - Room 242
Chicago 15, Illinois

Due to illness Mrs. Bethune will not be able to attend the meeting. President Richard V. Moore will be there to represent her on the program.

Eloise Thompson, Secty
to President Moore

FOURTH ANNUAL NATIONAL CONVENTION

of

UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION

and

ALPHA PHI OMEGA SORORITY AND FRATERNITY

New York City, N. Y. - February 27, 28, March 1, 2, 3, 1950

~ ~ ~ ~ ~

OFFICERS: United Beauty School Owners and Teachers Association

NATIONAL SUPERVISOR	Marjorie Stewart Joyner
NATIONAL PRESIDENT	Allura G. Stams
FIRST VICE PRESIDENT.	Mrs. T. B. Boyd
SECOND VICE PRESIDENT	Carrie L. Taylor
THIRD VICE PRESIDENT	Lucille Roberts
FINANCIAL SECRETARY	Mattie E. Henson
RECORDING SECRETARY	Katie Whickam
CORRESPONDING SECRETARY	Gertrude Thomas
TREASURER	Mae Garris
PARLIAMENTARIAN	Lygoria Maynor
CHAPLIN	Maggie Jones

OFFICERS: Alpha Phi Omega Soroity

NATIONAL SUPERVISOR	Marjorie Stewart Joyner
NATIONAL GRAND BASILEUS	Libbie Davis Strange
FIRST ANTI BASILEUS	Mattie S. Duckett
SECOND ANTI BASILEUS	Dora Goodlett
GRAMMATEUS	Ruby Allen Trimble
RECORDING SECRETARY	Lucinda Ward
TA'MIAS	Gold S. Morgan Young
JOURNALIST	Idella McNicholas
CUSTODIAN	Mollie Bryant
PARLIAMENTARIAN	Fannie Mae Pullen
SERGEANT AT ARMS	Sarah Thomas
CHAPLAIN	Velma A. Sherman
REPORTER	Ethel R. Brown

OFFICERS: Alpha Phi Omega Fraternity

NATIONAL PRESIDENT	Fred A. Redmond
NATIONAL VICE PRESIDENT	Gene A. Witt
NATIONAL SECRETARY	Thomas R. Morriss
NATIONAL ASSISTANT SECRETARY	Levye Chapple
NATIONAL TREASURER	E. F. Young, Jr.

THE NEW YORK NATIONAL CONVENTION

COMMITEE

GENERAL CONVENTION CHAIRMAN	Mae Garris
ASSISTANT GENERAL CONVENTION CHAIRMAN	Maude Gadsen
SORORITY ACTIVITIES and DAWN BREAKFAST	India Crump.
SORORITY ACTIVITIES and SIGHTSEEING	Lucinda Ward
HAIRSTYLISTS PROFESSIONAL	Emerald Gartrelle
HAIRSTYLISTS NON-PROFESSIONAL	Mamie Davis
EDUCATIONAL PROGRAM	Gertrude Thomas
EXHIBITORS	Fred Redmond Raymond Hilliard
DEMONSTRATORS	Lucille Roberts
LOCAL SCHOOL DIVISION	Mary Canegata Alma Grant

~PROGRAMME~

Monday, February 27th

8:30 - 10:00 A. M..	Registration	Skyline Room, Theresa Hotel, 10th fl.
10:00 - 12:00 noon	Official Opening Appointment of Committees	
12:00 - 1:00 P. M.	Registration Introduction of Jobbers	
1:00 - 2:00 P. M.	Lunch	
2:00 - 4:00 P. M.	Official delegates reports	
4:00 - 7:00 P. M.	Closed Sorority meeting	Skyline Room
10:00 - 11:00 P..M.	Cocktails	Soror Garris' Home, Corner 152nd & Riverside Dr.

PROGRAMME *(continued)*

Tuesday, February 28th

5:30 A. M.	Dawn Breakfast	
9:00 - 10:00 A. M.	Registration	
10:00 - 12:30 P. M.	Business Session (Alpha Phi Omega)	Skyline Room
12:30 - 1:30 P. M.	Lunch	
2:00 - 6:00 P. M.	Demonstrations Educational Features (U. B. S. O. & T. A.)	
9:00 P. M.	Reception - official for delegates	Club Sudan, 640 Lenox Ave.

Wednesday, March 1st

9:00 - 12:00 P. M.	Business Session (Alpha Phi Omega)	
12:00 - 1:00 P. M.	Lunch	
1:00 - 5:00 P. M.	Sightseeing Tour	
4:00 - 6:00 P. M.	Hairstyle Creations for delegates	
8:00 P. M.	Public Mass Meeting	Abyssinian Baptist Church, 138th & 7th Ave.
10:00 P. M.	Buffet Supper	167 W. 136th St.

Thursday, March 2nd

9:00 - 1:00 P. M.	U. N. Conference	
1:00 - 2:00 P. M.	Lunch	
2:00 P. M.	Rockefellow Center	
7:00 - 10:00 P. M.	Joint session of Alhpa Phi Omega Sorority and Fraternity and United Beauty School Owners & Teachers Association	Skyline Room
10:00 P. M.	Broadway after Dark	

PROGRAMME *(continued)*

Friday, March 3rd

9:00 - 1:00 P. M.	Business session Closing meeting
1:00 - 2:00 P. M.	Lunch
2:00 P. M.	Open House New York Beauty Culture Schools
11:00 P. M.	Debutantes Ball

~ Au Revoir ~

GUEST HAIR STYLISTS

Ann Fook
Mickii Kelly
Elizabeth Brown
Helen Forbes
Mary Hall
Marguerite Carr
Mollie Bryant
Margaret Smith
Theresa Marks
Gene A. Witt
Evelyn Weaver

GUEST LECTURERS

Mildred Hinton
Lygoria Maynor
Lillian Wright Howard
Ruth Jackson

Honoring Dr. Mary McLeod Bethune, President Emeritus of Bethune-Cookman College, our National Project.

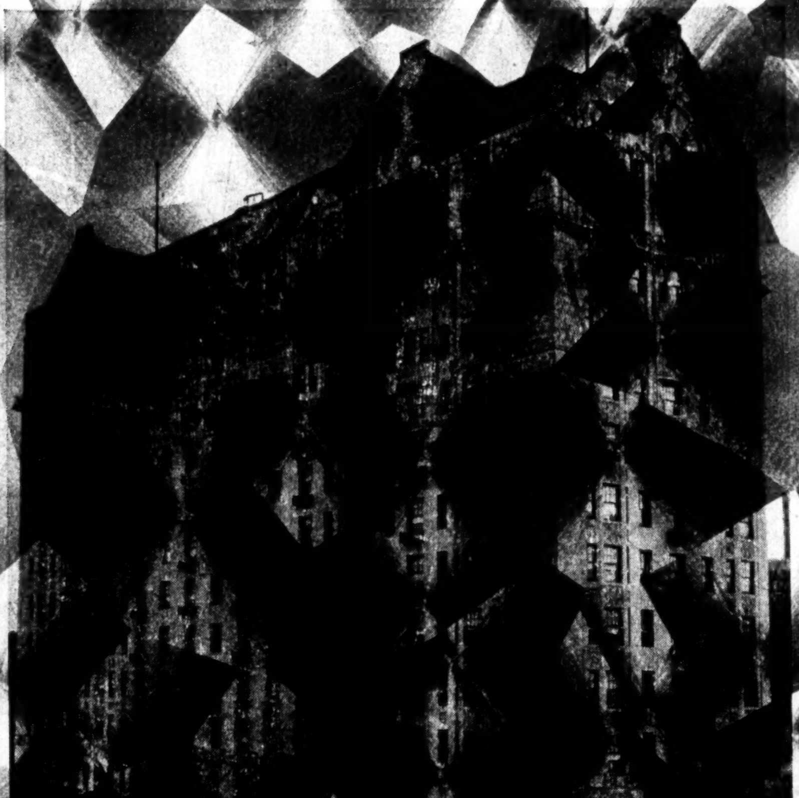
Our aim is to raise the educational standards of the Beauty Culture profession and to create better race relationship.

NEW YORK HOSTESS CHAPTERS

Alpha Sigma
Beta Phi Omega
Chi Delta
Kappa Delta Phi
Kappa Lambda

"The members of the United Beauty School Owners and Teachers Association made Beauty Culture Schools accredited and their students nationally recognized."

4th NATIONAL CONVENTION



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TEACHERS ASS'N.
and
ALPHA PHI OMEGA
Sorority & Fraternity

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Welcome

TO THE 4th ANNUAL CONVENTION

Mae Garris

The Officers and Arrangement Committee extend cordial welcome to all School Owners, Teachers, Sorority and Fraternity Members, Manufacturers, Distributors, Guests, Students and Friends.

We shall make every effort possible to extend our goodwill to those not able to be present, and we here thank all who have helped to make this convention and program a success.

We wish to express the appreciation of our members and those associated with Beauticians Club 462, Inc., and Mr. Solomon Harper, Advertising Director, for their cooperation, without which the publication of the Official Convention Journal would not have been possible. We also are very appreciative to Mr. Raymond Hillard for helping to contact exhibitors present. Again we bid you welcome.

Very sincerely yours,

MAE GARRIS,
National Treasurer.

MARJORIE JOYNER, National Supervisor

ALURRA STAMS, National President

HELP PASS THE FAIR EMPLOYMENT PRACTICE BILL NOW!

The Civil Rights Congress extends warmest fraternal greetings to your 4th Annual Convention.

The Congress hails the endeavor of the Beauty School Owners, Teachers, Shop Ooperators, Beauticians and Students in their efforts to improve the cultural position of the Negro people.

It is part and parcel of our magnificent struggles for security from unemployment, hunger, lynchings and mob violence and war.

The Congress commends the call for the passage of an adequate Fair Employment Practices Bill by this session of Congress, for the unconditional freedom of victims of injustice and frame-ups — Mrs. Rosa Lee Ingram, heroic mother of 14 now in a Georgia prison.

The Civil Rights Congress solicits your support in the fight to free the Trenton Six and all other victims of jimcrow justice, and an end of all forms of jimcrow in the Capital and other parts of the United States.

CIVIL RIGHTS CONGRESS
205 East 42nd Street New York City

Greetings from

Association of Trade and Commerce

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General Convention Chairman
MAE GARRIS

Sorority Activities and Dawn Breakfast
INDIA CRUMP

Sorority Activities and Sightseeing
LUCINDA WARD

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Hairstylist — Professional
EMERALD GARTRELLE

Hairstylists — Non-Professional
MAMIE DAVIS

Educational Program
GERTRUDE THOMAS

Exhibitors
FRED REDMOND -:- RAYMOND HILLIARD

Demonstrators
LUCILLE ROBERTS

Local School Division
MARY CANEGATA -:- ALMA GRANT

Journal Director
SOLOMON HARPER

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MYRTLE BROWN, Secretary

Greetings to
the Convention

CLUB
SUDAN

142nd Street and Lenox Avenue
New York City

Fourth Annual National Convention

OF

UNITED BEAUTY SCHOOL OWNERS AND TEACHERS ASSOCIATION

AND

ALPHA PHI OMEGA SORORITY AND FRATERNITY

February 27th, 28th, March 1st, 2nd and 3rd, 1950

New York City, N. Y.

●

United Beauty School Owners and Teachers Association

OFFICERS

National Supervisor	MARJORIE STEWART JOYNER
National President	ALLURA G. STAMS
First Vice-President	MRS. T. B. BOYD
Second Vice-President	CARRIE L. TAYLOR
Third Vice-President	LUCILLE ROBERTS
Treasurer	MAE GARRIS
Financial Secretary	MATTIE E. HENSON
Recording Secretary	KATIE WHICKAM
Corresponding Secretary	GERTRUDE THOMAS
Parliamentarian	LYGORIA MAYNOR
Chaplain	MAGGIE JONES

Alpha Phi Omega Sorority

OFFICERS

National Supervisor	MARJORIE STEWART JOYNER
National Grand Basileus	LIBBIE DAVIS STRANGE
First Anti-Basileus	MATTIE S. DUCKETT
Second Anti-Basileus	DORA GOODLETT
Grammateus	RUBY ALLEN TRIMBLE
Recording Secretary	LUCINDA WARD
Ta'mias	GOLD S. MORGAN YOUNG
Journalist	IDELLA McNICHOLAS
Custodian	MOLLIE BRYANT
Parliamentarian	FANNIE MAE PULLEN
Sergeant-at-Arms	SARAH THOMAS
Chaplain	VELMA A. SHERMAN
Reporter	ETHEL R. BROWN

Alpha Phi Omega Fraternity

OFFICERS

National President	FRED A. REDMOND
National Vice-President	GENE A. WITT
National Secretary	THOMAS R. MORRISS
National Assistant Secretary	LEVYE CHAPPLE
National Treasurer	E. F. YOUNG, Jr.

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Omega Chapter

— of —

Alpha Phi Omega Sorority
BROOKLYN, N. Y.

extends a hearty congratulation to the 1950 CONVENTION

United Beauty School Owners and Teachers Association and Alpha Phi Omega Sorority and Fraternity

OFFICERS

LUCILLE ROBERTS	Basileus
ADDIE CALDWELL	Anti-Basileus
MAE FIELDS	Grammateus
EARLINE McDONAGH	Treasurer
CARRIE HILL	Chaplain

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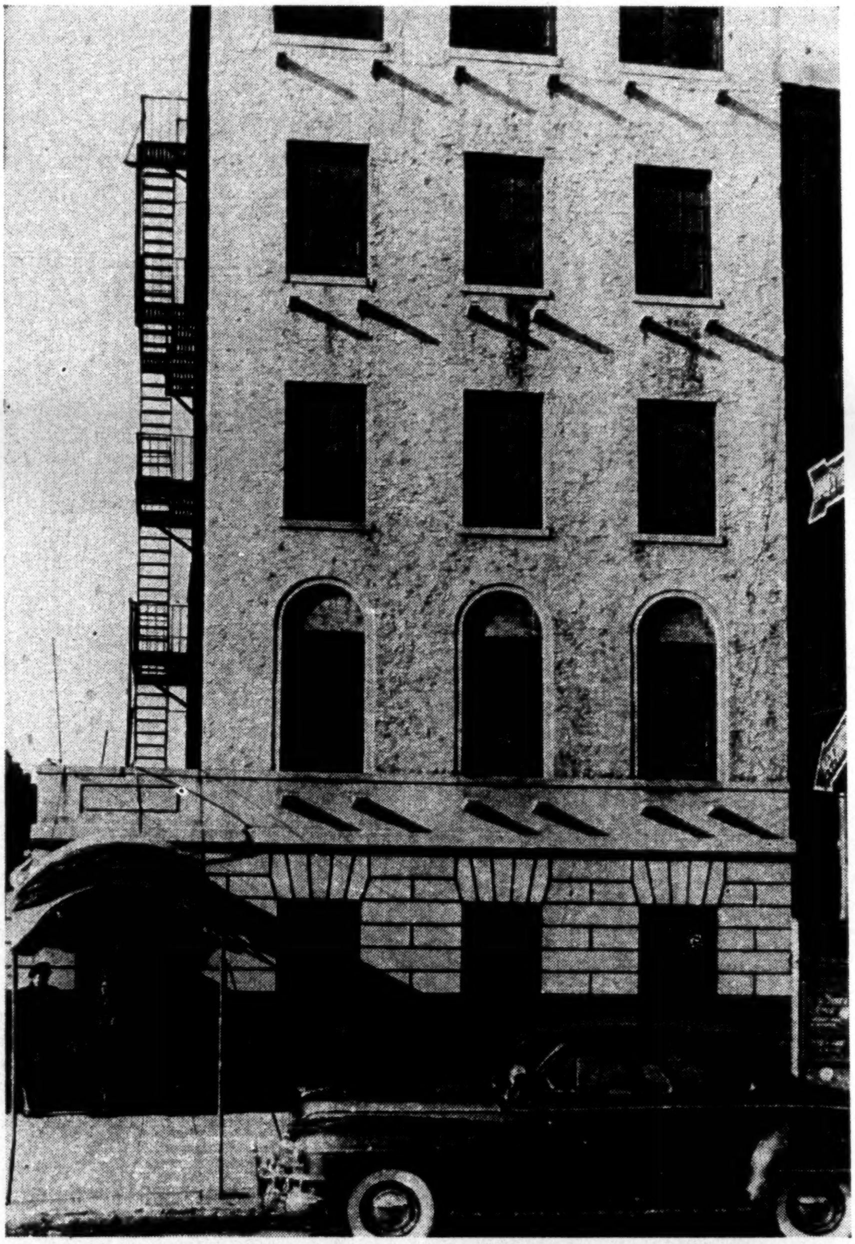

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Greetings from

Gamma Nu Chapter

MARY BELL HENDRICKS, Founder
Jersey City, N. J.

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(Former Instructress of Beauty Culture)

SOROR LILLIE M. OSBORNE, Epistoleus
(Public School Teacher)

ANNIE MARGARET WHITE
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ZETA PHI BETA CHAPTER

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MOnument 2-1700

PROGRAMME

MONDAY, FEBRUARY 27th

8:30 - 10:00 A.M.	Registration	Skyline Room
10:00 - 12:00 Noon	Official Opening Appointment of Committees	Theresa Hotel, 10th floor
12:00 - 1:00 P.M.	Registration Introduction of Jobbers	
1:00 - 2:00 P.M.	Lunch	
2:00 - 4:00 P.M.	Official Delgates Reports	
4:00 - 7:00 P.M.	Closed Sorority Meeting	Skyline Room
10:00 - 11:00 P.M.	COCKTAILS	Soror Garris Home, Corner 152nd St. and Riverside Drive

TUESDAY, FEBRUARY 28th

5:30 A.M.	DAWN BREAKFAST	
9:00 - 10:00 A.M.	Registration	
10:00 - 12:30 P.M.	Business Session (Alpha Phi Omega)	Skyline Room
12:30 - 1:30 P.M.	Lunch	
2:00 - 3:00 P.M.	Demonstrations Educational Features (U. B. S. O. & T. A.)	
9:00 P.M.	Reception—Official for Delegates	Club Sudan, 640 Lenox Ave.

WEDNESDAY, MARCH 1st

9:00 - 12:00 P.M.	Business Session (Alpha Phi Omega)	
12:00 - 1:00 P.M.	Lunch	
1:00 - 4:00 P.M.	Sightseeing Tour	
4:00 - 6:00 P.M.	Hairstyle Creations and Designs	
8:00 P.M.	Public Mass Meeting	Abyssinian Bapt. Church, 138th St. and 7th Ave.
10:00 P.M.	Buffet Supper	At Mrs. Maud Gadsen's Home, 167 W. 136th St.

PROGRAMME

THURSDAY, MARCH 2nd

9:00 - 1:00 P.M.	U. N. Conference	
1:00 - 2:00 P.M.	Lunch	
2:00 P.M.	Rockefeller Center	
7:00 - 10:00 P.M.	Joint Session of Alpha Phi Omega Sorority and Fraternity and United Beauty School Owners and Teachers Association	Skyline Room
10:00 P.M.	Broadway after Dark	

FRIDAY, MARCH 3rd

9:00 - 1:00 P.M.	Business Session Closing Meeting
1:00 - 2:00 P.M.	Lunch
2:00 P.M.	Open House New York Beauty Culture Schools
11:00 P.M.	Debutantes Ball Au Revoir

GUEST HAIR STYLISTS

Ann Fook
Mickii Kelly
Elizabeth Brown
Gene A. Witt
Helen Forbes
Mary Hall
Marguerite Carr
Mollie Bryant
Margaret Smith
Theresa Marks
Evelyn Weaver

GUEST LECTURERS

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Lygora Maynor
Lillian Wright Howard
Ruth Jackson

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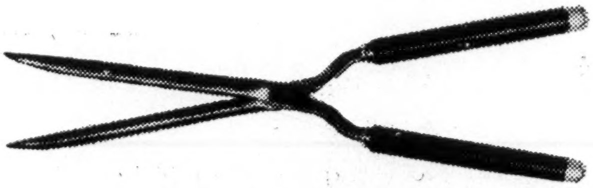

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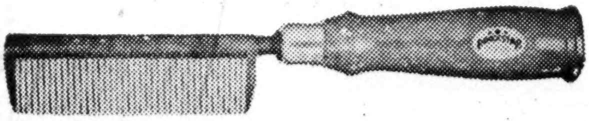

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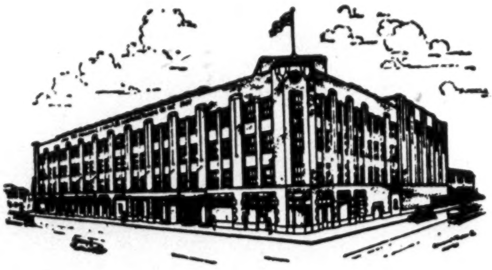

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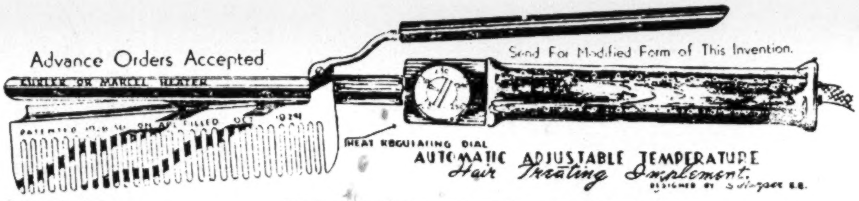

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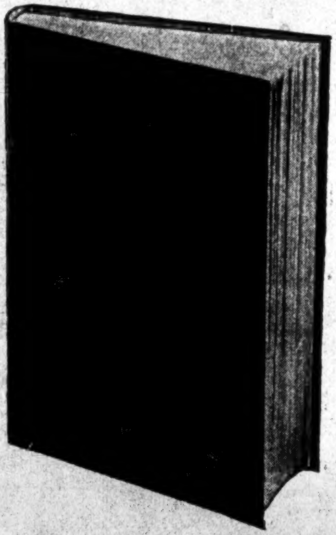

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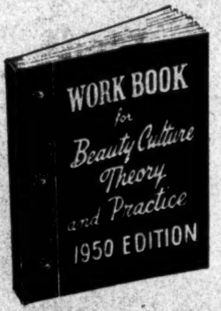

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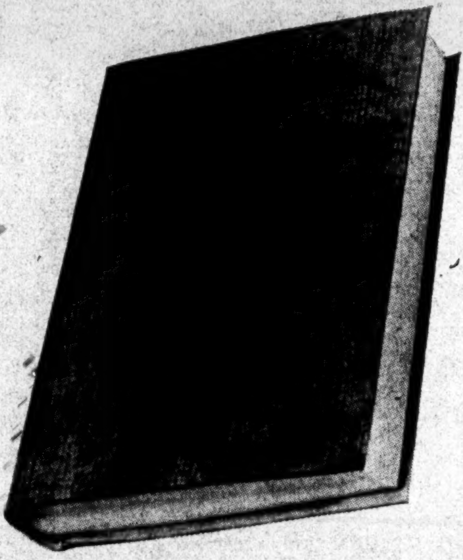

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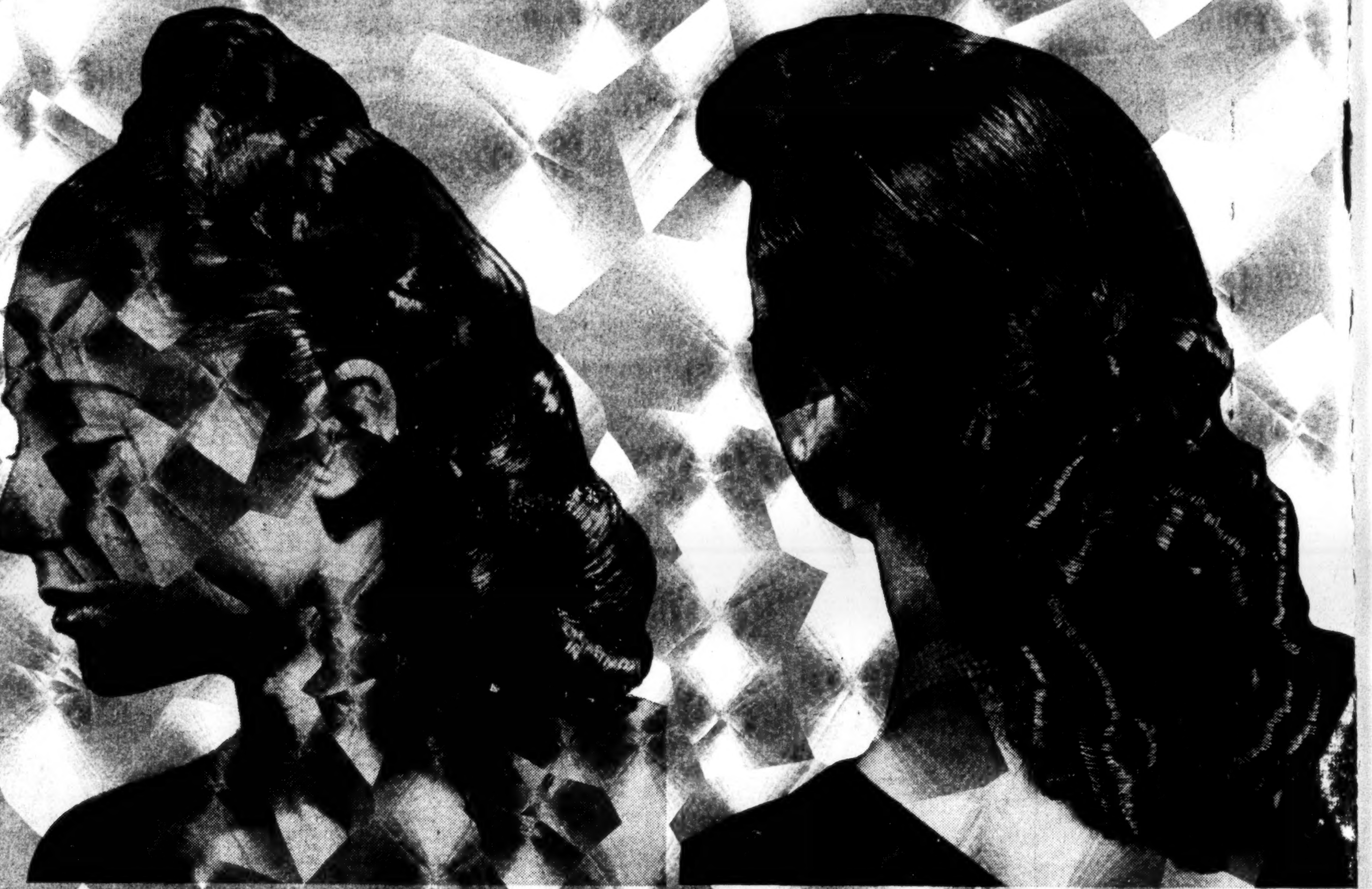

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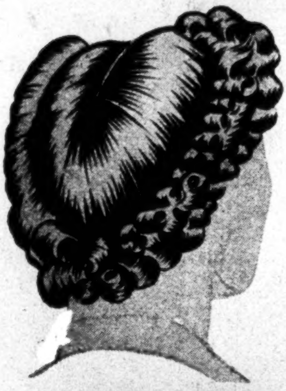

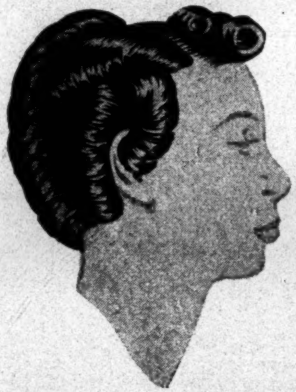

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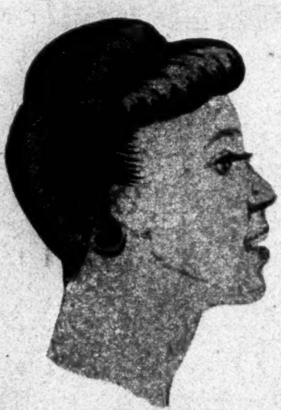

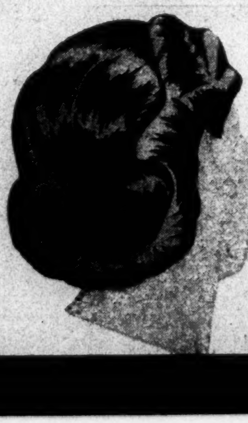

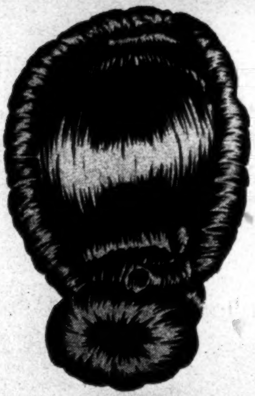

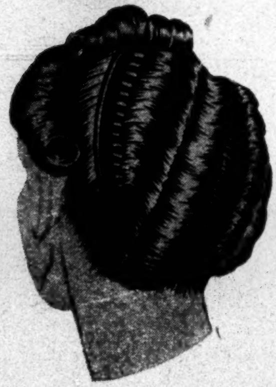

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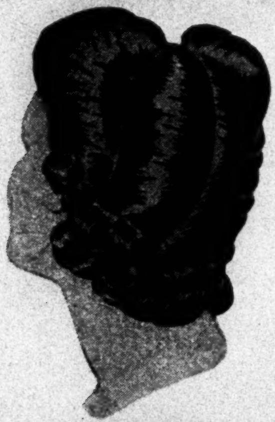

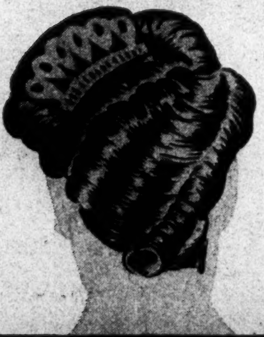

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Small cash deposit and easy deferred payments will pay your tuition in a convenient manner.

PREPARE FOR BEAUTY CULTURE AT OUR SCHOOL

A cordial invitation is extended to you and your friends or parents to visit our school. Meet our staff of teachers and see the superior training our students receive.

Write, phone or visit us today.

If an old man likes a yonng woman that's his business
If a young woman likes an old man that's her business
If they want to get married that's their business
If you look on the other side that's our business.

(Over)

PHONE GARFIELD 2725

Maggie Jones Beauty Shop

AND SCHOOL OF BEAUTY CULTURE

209 SWISS STREET SAN ANTONIO, TEXAS

FLASH!

LAST CALL TO NATIONAL CONVENTION

All Beauty School Owners and Teachers are to have the Treat of Their Lives at the First Annual Convention, Daytona Beach, Florida, on the Campus of Bethune Cookman College as guest of The President-Founder, Dr. Mary McLeod Bethune.
Plans have been made to give a course of Instruction in the Latest Methods of Teaching Hair Styling, Permanent Waving, Cold Curling and Newest Methods of Teachers Training Courses in the Seminar for Teachers.
A certificate will be given to all who attend and qualify. It is worth your weight in Gold to attend this, our First Convention to get all this information Free.
The Country's most outstanding Teachers will give the Courses headed by the greatest International Teacher of all Times, Mme. Marjorie Stewart Joyner, the National President of the United Beauty School Owners and Teacher's Association.
Mme. Joyner will have as her assistants such National Teachers as:
Mme. Mae Garris, New York; Mme. Allura Stams, Memphis; Mme. T. B. Boyd, Nashville; Mme. Ruby Trimble, Detroit; Mme. Libby Strange, Chattanooga; Mme. Ruth Jackson, Birmingham; Mme. Hattie Roark, Dallas; Mme. Ella Pawley, Philadelphia; and Mme. Beatrice S. Woodland, Washington, D. C.

Since all the Schools have had meetings on the new proposed Bills that are to be presented to all the Beauty Schools of America, in that they will be given their chance to vote on 1500 Hour or 2100 Hour Courses of Beauty Culture, the Association feels that it is their job to prepare all their members now so that they will have no difficulty in keeping their doors open under the new law, when it passes.

All Beauticians who are registered Teachers of Beauty Culture are invited to attend this National Convention as well as all Beauty School Owners. You can pay your joining fee at the National Convention, in Daytona Beach.

Arrangements have been made for all who attend to have nice rooms and good food. Room rent will be $1.50 a day and meals will be 65¢ and 75¢ each.

The members of the Alpha Phi Omega Sorority and Fraternity will also meet in connection with the School Owners and Teachers in a mammoth Educational meeting and Seminar and their Certificates of Full Membership will be given at their Big Night Program, at Bethune Cookman College, when all the chapters will be presented to the public.

The meeting of the United Beauty School Owners and Teachers Association and the Alpha Phi Omega Sorority and Fraternity will be held February 27th, 28th, March 1st, and March 2nd, at Daytona Beach, Florida.

All School Owners and Teachers as well as all the Chapters of the Alpha Phi Omega Sorority and Fraternity will bring or send their gift of cash to Dr. Mary McLeod Bethune on the building Fund for a girl's Dormitory that the Beauticians of America have promised to raise funds for as an appreciation of Dr. Bethune's work with all the people of the country. The first presentation of this gift will be given Dr. Bethune at the Convention.

Mrs. Celestyne Pharr, President
Sigma Omicorn Chapter
370 Dunbar Street
Mobile, Alabama

Dear Mrs. Pharr:

Thank you for your letter enclosing $2.00 which amount represents a contribution from the Sigma Omicorn of Alpha Phi Omega Sorority. Oficial receipt for this amount is enclosed.

We are grateful to you for this manifestation of your interest and confidence in our program.

The meeting of the United Beauty School Owners and Teachers Association was a marvelous success. The spirit and enthusiasm of this national organization brought joy to the trustees, faculty and students of Bethune-Cookman College. It is very encouraging to have friends like you and your outstanding organization step in and pledge your support in the continuation and development of this institution.

May God bless you in all of your efforts.

Sincerely yours,

Mary McLeod Bethune

MMB-co

1 enclosure

IONIA COCHRELL
PRESIDENT AND MANAGER

APPROVED AND REGISTERED
SCHOOL OF BEAUTY CULTURE

VISITORS ALWAYS WELCOME

Ionia's Poro Beauty School

PHONE 9-4348
748 Williams Avenue
MEMPHIS, TENNESSEE

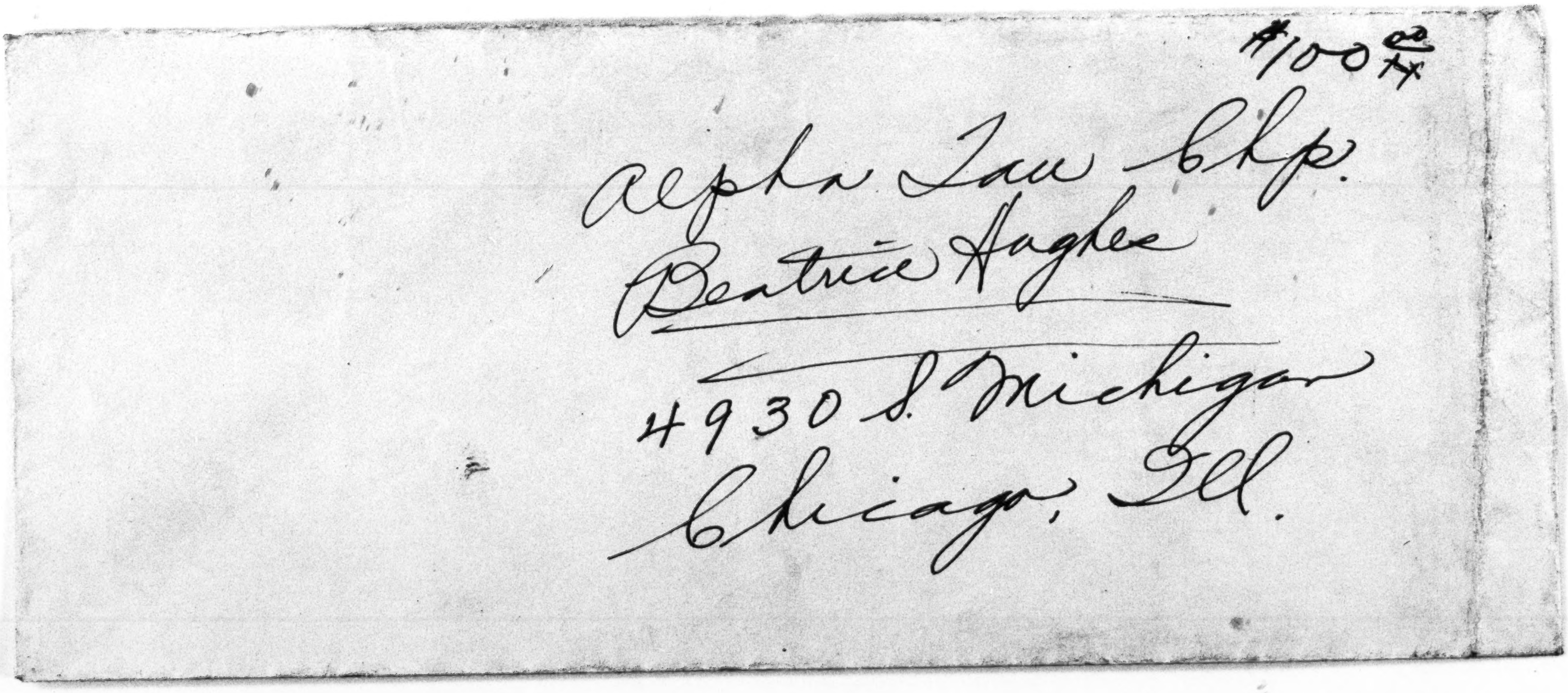
Mrs Ionia Cochrell
" Louise Ligon
748 Williams ave

Mrs Lillie Littles
" Ruth Ann Harper
520 Linden Ave.

Mrs. Parthenia Bell
500 Pontotoc

Additional Chapters of the Alpha Phi Omega Sorority and Fraternity and their location.

	CHAPTER	CITY AND STATE
84.	Gamma Rho	Dallas, Texas
85.	Delta Omicorn Mu	Savannah, Ga.
86.	Sigma Alpha Theta	Fort Worth, Texas
87.	Alpha (Fraternity)	Chicago, Illinois
88.	Tau Omega	Portsmouth, Virginia
89.	Psi Phi	Memphis, Tenn.
90.	Beta Zeta Eta	Birmingham, Ala
91.	Alpha Beta Nu	Omaha, Nebraska
92.	Lambda Iota	Winston Salem, N. C.
93.	Iota Theta Sigma (Undergraduate)	Fort Worth, Texas
94.	Beta Phi Omega	Brooklyn, N. Y.
95.	Alpha Phi Psi (Fraternity)	Dayton, Ohio
96.		East Chicago, Ind.
97.		Durham, North Carolina
98.		New Orleans, La.



\$100^{00}

Alpha Tau Chp.
Beatrice Hughes
4930 S. Michigan
Chicago, Ill.

VETERANS Advisement Center

May 29, 1947

Chief, Vocational Rehabilitation
and Education Division
Veterans Administration
Branch Office No. 5
Atlanta 3, Georgia

Dear Sir:

On December 2, 1946, a Guidance Center was activated at Bethune-Cookman College, Daytona Beach, Florida, for the processing of eligible Negro veteran claimants of World War II who requested or would request in the future vocational rehabilitation and/or guidance.

The Center was activated with a great spirit of enthusiasm and since its activation, with its limited work load, has performed a superior job and is a credit to the institution. Without a doubt there was and still is an exceptionally great need for this type of setup—one where Negro veterans can honestly discuss their rehabilitation and training problems with well qualified Negro personnel who possess a keener insight into the seemingly peculiar problems that confront the Negro veteran than any others.

Though not in writing, it was the understanding of the officers of the institution that all Negro veterans process in the State of Florida would be processed through the Bethune-Cookman College Center. This, of course, has not been true,for only the Negro claimants processed through the Pass-a-Grille Office have been directed here.

Upon investigation it was found that Florida, unlike any other state under the administration of Branch Office #5, has two "Regional Offices" and that the Pass-a-Grille Office has no authority over the Miami office. This, without a doubt, has had its negative affect upon the case load of PL/16 claimants at the Bethune-Cookman College Center. A further investigation indicates that the greatest mass of Negro veteran population in the State of Florida is in the Miami area.

This institution graciously accepted the Center and desires its continuation for it feels that a service is being rendered Negro veterans that could hardly be duplicated elsewhere. At the same time the institution is mindful of the fact that it cannot continue to operate at a great loss. The institution is of the opinion that if the Negro case load in the Miami area was directed to this Center that it could more reasonable operate and perhaps pull itself out of the "red." In this connection, the institution is not desirous of making any great profit or any real profit at all, so far as that is concerned, out of this program, but it is desirous of rendering a service to Negro veterans in this state and, at the same time, in so far as practicable, refrain from sustaining an unnecessary loss.

Based on the following facts, it is requested that Negro Claimants in the Miami Area be directed to this Center for processing:

1. The case load of PL#16 claimants since the activation of this Unit, December 2, 1946, has averaged less than 20 per month.
2. This is the only official unit employing all Negro personnel in the State of Florida.
3. That Daytona Beach, Florida is conveniently located to all sections of Florida and is more conveniently located to the Miami area than to any other area.
4. That it was the general understanding that all Negro veterans processed in Florida would be processed through this Center.
5. That the Center, through lack of the Miami area claimants, is operating at an undue loss.

It is further requested that action on this matter be expedited as soon as practicable.

Yours very truly,

Mary McLeod Bethune.

CC: Mr. Joseph F. Albright
Veterans Administration
Central Office; Room 118
Washington 25, D. C.

Deputy Administrator
Branch Office #5
Atlanta 3, Georgia

Mr. M. M. Greene, Chief
Vocational Rehabilitation and
Education Division
Veterans Administration Regional Office
P. O. Box 1437
St. Petersburg, Florida

Miss Bethune, Daytona Beach, Fla. June 5, 1947

A study is now being made of the items enumerated in your letter and the Manager of the Pass-a-Grille Regional Office has been requested to give consideration to the making of any adjustments deemed necessary which are in keeping with Veterans Administration policies and regulations.

Your cooperation in the solution of our mutual problems in connection with the rendering of prompt and efficient service to the returning servicemen and women is appreciated.

J. G. HOLBROOK
Director, Vocational Rehabilitation
and Education Service

VETERANS ADMINISTRATION

Branch Office No. 5
Atlanta 3, Georgia

June 5, 1947

YOUR FILE REFERENCE:

IN REPLY REFER TO: AT7B

Miss Mary McLeod Bethune
Founder-President Emeritus
Bethune-Cookman College
Daytona Beach, Florida

Dear Miss Bethune:

Your letter of May 29, 1947, with reference to the Veterans Administration Guidance Center at Bethune-Cookman College has been received.

It is gratifying to note that the Center began operating under such auspicious circumstances and that a fine spirit of enthusiasm has continued since its activation.

From the inception of the Guidance Center Program it has been the responsibility of the Veterans Administration Regional Office Managers to negotiate with university and college officials with reference to the establishment of Guidance Centers in the various regions. Upon the activation of a center veterans residing within the territory assigned to the center are referred there for counseling in sufficient numbers to insure a capacity load provided the number of pending applications will permit. Under the established procedure veterans residing in the territory under the jurisdiction of one Regional Office are not referred for advisement to guidance installations within the territory of another Regional Office unless the veteran moves into that territory or is residing closer to a guidance unit in the territory of the latter Region. It is felt that it is not practical nor desirable from the standpoint of rendering service to the veteran to require him to travel a long distance in order to receive counseling, therefore your request that veterans from the Miami area be referred to the Bethune-Cookman Guidance Center is not approved.

As to Guidance Centers in general, it is not the intention of the Veterans Administration that any of them operate at a loss. It is granted, however, that practically all centers have experienced a deficit in operating expenses for the first few weeks pending an increase in their ability and capacity for caring for a larger number of referrals.

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

Miss Bethune, Daytona Beach, Fla. June 5, 1947

A study is now being made of the items enumerated in your letter and the Manager of the Pass-a-Grille Regional Office has been requested to give consideration to the making of any adjustments deemed necessary which are in keeping with Veterans Administration policies and regulations.

Your cooperation in the solution of our mutual problems in connection with the rendering of prompt and efficient service to the returning servicemen and women is appreciated.

J. C. Holbrook

J. C. HOLBROOK
Director, Vocational Rehabilitation
and Education Service

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

June 19, 1947

YOUR FILE REFERENCE:

IN REPLY REFER TO: L7R7B-1

Mary McLeod Bethune, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Madam:

This Regional Office Advisement and Guidance Section has made a survey in regard to the number of veterans residing in the territory served by your Guidance Center. The survey purpose was to determine as accurately as possible the number of veterans under both Public Law 16 and Public Law 346 who might be referred to your Center for guidance during the first and second quarters of the fiscal year 1947-1948.

It is estimated that you will receive during the period July 1, to October 1, 1947, approximately 60 referrals for the initial advisement under Public Law 16 and 53 referrals for the initial advisement under Public Law 346. It is also thought that your Center will receive approximately 10 referrals for revaluation and reconsideration on a non-compensable basis. Such factors as decline in veterans' applications and seasonal trends have been considered.

For the period October 1, 1947, to January 1, 1948, the probable workload for your Center can be assumed to approach the approximate figures given for the first quarter.

Very truly yours,

M. M. Greene

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADVISEMENT CENTER
BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

MARY McLEOD BETHUNE,
Founder-President Emeritus
HERBERT M. DAVIDSON, Chairman
Executive Committee of the Trustee Board
BERTHA L. MITCHELL, Secretary-Treasurer

June 19, 1947

Mr. M. M. Green, Chief
Education-Vocation Rehabilitation Division
Veterans Administration
Pass-A-Grille Beach, Florida.

Dear Mr. Green;

I wish to take this method of acquainting myself with you. I assumed my duties at the college June Ist, 1947. I have secured from Mrs. Bethune and members of the staff, who have been working very closely with our veterans, information and guidance on the set-up. I am tremendously interested in all that has been done, and wish to pledge the support and cooperation of my office in furthering the program for our veterans.

While discussing our budget for the next year, in relation to our Guidance Center, I discovered that we will s~~i~~ustain an undue deficit unless a larger number of PL # 16 veterans are referred to us for Advisement. I understand that the Center was originally activated to service a minimum of seventy-five veterans a month. We have been operating now for approximately seven months, and at no time have we processed more than an average of fifty men a month (including veterans covered by both PL # 16 and # 346). I am sure you can understand my concern about this discrepancy, and my desire to have referrals on PL # 16 veterans stepped up.

I shall appreciate hearing from you, and will be guided by any suggestion or comments which you may make on this matter. Again, I wish to say how very much interested I am in our entire program, and your office may expect our sustained support.

Very truly yours,

Richard V. Moore
President.

June 19, 1947

Mr. M. M. Green, Chief
Education-Vocation Rehabilitation Division
Veterans Administration
Pass-A-Grille Beach, Florida

Dear Mr. Green:

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I shall appreciate hearing from you, and will be guided by any suggestions or comments which you may make on this matter. Again, I wish to say how very much interested I am in our entire program, and your office may expect our sustained support.

Very cordially,

Richard V. Moore,
President.

RVM-T

Mrs. Mitchell

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P.O. Box 1437
St. Petersburg, Florida

June 23, 1947

YOUR FILE REFERENCE: 17R7C-2

IN REPLY REFER TO:

Office of the President
Bethune-Cookman College
Daytona Beach, Florida

Gentlemen:

Kindly refer to our letter of April 23, 1947 reference Public Law 16 contract for the Summer Quarter. Since we have had no word from you it is our assumption that you have no Public Law 16 veterans in attendance for this session.

If you have Public Law 16 trainees in attendance, it is requested this office be forwarded immediately 12 copies of the Summer Quarter catalog. A contract proposal will be prepared for your approval and signature with your catalog as a basis.

A prompt reply is requested.

Very truly yours,

M. M. Greene
M. M. GREENE
Chief, Vocational Rehabilitation
and Education Division.

cc-Contact Office
Daytona Beach, Florida

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

June 28, 1947

Mr. M. M. Greene, Chief,
Vocational Rehabilitation and
Education Division,
Veterans Administration,
Pass-a-Grille Regional Office,
Postoffice Box 1437,
Saint Petersburg, Florida.

Dear Mr. Greene:

Reference is hereby made to your letter dated June 23, 1947, in which you request that we forward 12 copies of our Summer School bulletin to your office, for the preparation of a contract proposal covering Public Law 16 veteran trainees in attendance in this Institution.

We are sending, under separate cover, the 12 copies of Bulletin requested.

Very truly yours,

Richard V. Moore,
President.

M:M

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

June 26, 1947

Mr. Noah B. Gaines
VA Contact Office
Daytona Beach, Florida

Position Title **Training Specialist**
Grade **CAF-7**

Dear **Mr. Gaines**:

A lowering of our personnel ceiling has made necessary a reduction-in-force in positions comparable to yours. We regret to advise you that since there is no other position to which you may be assigned, this reduction will result in the termination of your services, effective close of business July 31, 1947. Your last day of active duty will be July 31, 1947. Any annual leave due you will be paid in a lump-sum on the next pay period following separation.

This letter will serve as evidence of your involuntary separation.

The reduction-in-force is being made in full accordance with retention preference regulations of the Civil Service Commission as set forth in Federal Personnel Manual, Chapters R3 and Z1, part 20.

Mr. P. J. McElmurray, Personnel Assistant, Room 616, will be available to give you information about your final salary check, lump-sum leave payments, retirement benefits and refunds, employment in private industry or Federal Agencies, reemployment rights and transfers. He will also make available to you the Civil Service Regulations relating to reduction-in-force and give you opportunity to examine the Retention Preference Register on which your name appears. If, after such inspection, you feel that there has been a violation of your rights under the regulations, and adjustments cannot be made locally, you have the right to appeal in writing to the Director, Fifth U. S. Civil Service Region, New Post Office Building, Atlanta, Georgia, Attention: Mr. Ernest W. Hays, Chief, Investigation Division. This appeal, if made, must be submitted within 10 days of receipt of this letter and should include your specific reasons for appealing.

In the event of future vacancies, those satisfactory employees who have been separated by reduction-in-force and who have competed in a Civil Service Examination for probational appointment will be considered for appointment to the appropriate positions upon certification by the Civil Service Commission.

Yours very truly,

Russel A. Harris
RUSSEL A. HARRIS
Personnel Officer

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

June 26, 1947

Mr. Alvie A. Benton
VA Contact Office
Daytona Beach, Florida

Position Title Training Specialist
Grade CAF-7

Dear Mr. Benton:

A lowering of our personnel ceiling has made necessary a reduction-in-force in positions comparable to yours. We regret to advise you that since there is no other position to which you may be assigned, this reduction will result in the termination of your services, effective close of business July 31, 1947. Your last day of active duty will be July 31, 1947. Any annual leave due you will be paid in a lump-sum on the next pay period following separation.

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Yours very truly,

Russel A. Harris

RUSSEL A. HARRIS
Personnel Officer

Register letter to Mr. Harris

Mr. Russel A. Harris
Personnel Office
P

Dear Mr.________________

It has been brought to my attention that, because of the present VA program of 'Reduction in Force', practically all of the Negro employees in this VA Region are scheduled to be dismissed. It is well understood that any number of whites will also be dismissed.

The best information that I can gather tends to point out that there are only seven Negro clerical workers and one professional worker in this entire Region. As you know, there are many Negro veterans to be serviced in this same Region. Further, there is a congregation of Negro trainees at Tallahassee, Daytona Beach, Jacksonville and St. Augustine, all in this region.

In view of this, it is felt that, if the report I have is true, the whole matter of 'Reduction in Force' in so far as it pertains to these Negro workers, should be reconsidered.

This does not mean that this institution and its personnel ~~is~~ are in any disagreement with the general program of the Veterans Administration. However, it cannot see the expediency of the present 'Reduction in Force' as regards the Negro workers.

It is hoped that this matter can be adjusted within the Regional Office and an immediate answer can be given the sender.

Yours very truly,

H.T., Mgr. Regional,

____

cc: Mr. Dickensheet
Mr. Greene

Enclosed ~~for reply~~ air ~~mail Special delivery~~ envelope, for reply self addressed, air mail special

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Fla.

July 1, 1947

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R7B-1

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

Your letter dated June 19, 1947, has been received and is appreciated. We, too, wish to assure you that only full cooperation can be expected in the furtherance of the veteran's program.

In your letter you mention the desire that we step up the number of veterans being referred to your Guidance Center. At the present time, we are referring to your Center all of the Negro veterans making application in this Regional Area. Exceptions are thos of the severely disabled catagories who must come to the Regional Office. Our letter dated June 19, 1947, is an estimate of cases for the first two quarters of the fiscal year 1947-48. If there is an increase in applications, you can rest assured that the increase will be referred to your Center.

The Chief of Advisement and Guidance expects to be in Daytona Beach in the near future. He will call at your office prior to his visit with our Chief of Advisement, Mr. Wright, and will be glad to answer any questions that you might have.

Very truly yours,

M. M. Greene

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

July 3, 1947

Mr. Russel A. Harris
Personnel Officer
Veterans Administration
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

Dear Mr. Harris:

It has been brought to my attention that, because of the present VA program of 'Reduction in Force,' practically all of the Negro employees in this VA Region are scheduled to be dismissed. It is well understood that any number of whites will also be dismissed.

The best information that I can gather tends to point out that there are only seven Negro clerical workers and one professional worker in this entire Region. As you know, there are many Negro veterans to be serviced in this same Region. Further, there is a congregation of Negro trainees at Tallahassee, Daytona Beach, Jacksonville and St. Augustine, all in this region.

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It is hoped that this matter can be adjusted within the Regional Office and an immediate answer can be given as soon as possible.

Sincerely yours,

Richard V. Moore

RVM-T
CC: Mr. H. F. Dickensheet
Mr. M. M. Greene

July 8, 1947

Dr. William H. Gray, President
Florida A and M College
Tallahassee, Florida

Dear Dr. Gray:

Enclosed is a copy of my letter to Mr. Russell A. Harris, Personnel Officer, Veterans Administration, Pass-a-Grille Regional Office, St. Petersburg, Florida, regarding the proposed dismissal of Negro employees in our VA Region.

If there is anything you can do to help us maintain the Negro employees, we shall greatly appreciate it.

Sincerely yours,

Richard V. Moore.

RVM-T
1 enclosure.

July 8, 1947

Mr. Joseph C. Albright
Special Liasion Representative
Room 133, Veteran's Administration
Vermont and I Streets, Northwest
Washington, D. C.

Dear Mr. Albright:

Enclosed herewith is a copy of my letter to Mr. Russell A. Harris, Personnel Officer, Veterans Administration, Pass-a-Grille Regional Office, St. Petersburg, Florida, regarding the proposed dismissal of Negro employees in our VA Region.

We shall appreciate it very much if you will investigate this matter and let us know what steps to take, if any, in order to maintain our Negro employees.

Your cooperation will be greatly appreciated.

Sincerely yours,

Richard V. Moore

RVM-T
1 enclosure.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

July 10, 1947

IN REPLY REFER TO: 17R5

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

This is in reply to your letter of July 3, 1947.

On June 25, 1947, we requested of the Civil Service Commission in Atlanta that an exception be granted for the retention of three Negro Training Officers at the three colleges in the State of Florida, as follows:

"DUE TO REDUCTION-IN-FORCE IT WILL BE NECESSARY TO SEPARATE 27 TRAINING OFFICERS CAF-7 OF THESE 5 ARE NEGROES WITH LESS RETENTION POINTS THAN SOME WHITES. THREE OF THESE NEGRO TRAINING OFFICERS ARE STATIONED AT NEGRO COLLEGES. MAY WE HAVE AUTHORITY FOR EXCEPTION TO RETAIN THREE NEGRO TRAINING OFFICERS OVER THREE WHITE TRAINING OFFICERS. PLEASE WIRE REPLY COLLECT IF NECESSARY TODAY. 17R5B. DICKENSHEETS MANAGER VARO."

On June 26, 1947, we received the following wire in answer to our request:

"REURTEL JUNE 25 EXCEPTIONS REQUESTED ARE PROHIBITED BY LAW THEREFORE DISAPPROVED BY THIS OFFICE. FIFTH CIVIL SERVICE REGION."

We appreciate your cooperative attitude and assure you we did all we could to retain the services of these three Negro Training Officers at the three stations mentioned above.

The new probational examinations have been given and we expect the registers for probational appointments of Training Officers to be set up and submitted to us this month. You have our assurance that all Training Officers who were released on reduction-in-force will have the opportunity for reemployment when the registers are established and the names certified to us.

Mr. Dickensheets, Manager of this Regional Office, and the undersigned, Personnel Officer, made a special trip to Atlanta in order to make a plea for an exception of these Training Officers and outlined a policy we thought might be beneficial to all concerned. While our Branch Office concurred in our feeling, there was no way that the procedure could be changed in order to save our Negro Training Officers. Had there been any legal way, be assured the Branch Office and this office would have made the exception with the consent of the Civil Service Commission.

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

If you have any further questions, or if you desire any further information, please write us.

Your paragraph regarding the types of employees in Negro categories, is a bit erroneous in that we have six Negro Training Officers, CAF-7, one Vocational Advisor, P-3, two stenographers, and quite a number of maintenance crew employees of the Negro race employed on this Regional Office staff. Our reduction-in-force did not touch any category except Training Officers of our Negro employees.

Very truly yours,

RUSSEL A. HARRIS
Personnel Officer

VETERANS ADMINISTRATION
Central Office, Room 118
WASHINGTON 25, D. C.

OFFICE OF
THE ADMINISTRATOR OF
VETERANS AFFAIRS

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

July 11, 1947

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

In response to the request made in the penultimate paragraph of your letter dated July 8, 1947, please be advised that this office has forwarded your request for reconsideration of the dismissal of Negro employees of the Veterans Administration in Florida to the Deputy Administrator of Branch Office No. 5, Atlanta 3, Georgia, for his study.

Very truly yours,

JOSEPH F. ALBRIGHT
Special Assistant to
the Administrator

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

REC'D. PRES. OFFICE
AUG 18 1947

August 14, 1947

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R11

President, Bethune-Cookman College
640 Second Avenue
Daytona Beach, Florida

Dear Madam:

Attached are three vouchers covering rental from December, 1946, through August, 1947. It is requested that you sign where the red check marks appear on the vouchers and return them to this office for payment.

An addressed envelope is enclosed for your convenience in returning them.

Yours very truly,

W. H. Millikin
W. H. MILLIKIN
Supply Officer

Encl.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P.O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

September 17, 1947

IN REPLY REFER TO: 17R7

Mrs. Mary McLeod Bethune
Founder-President Emeritus
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

In view of the economic trend throughout the nation and particularly in the Veterans Administration, it is believed advisable to discuss with you the trends pertaining to the contract between Bethune-Cookman College and the Veterans Administration in rendering advisement and counseling service.

Advisement and guidance service for veterans under the Servicemen's Readjustment Act of 1944 is not being encouraged and less money has been provided for the payment of services under this Act. The trend is that less will be provided in the future, therefore, it is highly probable that by the first of the calendar year very little money will be allocated for this purpose. The number of applications for PL 16 veterans during this time of the year, just at the beginning of the fall enrollments for institutional trainees, is usually heavier than at any other time of the year. During the first fifteen days of this month, seventeen cases have been referred to the Bethune-Cookman Guidance Center for counseling and will probably run twenty-five or thirty for the entire month. For subsequent months it is believed that this number will decline and it is not believed that there will be more than twenty or twenty-five PL 16 cases referred to the Guidance Center at your institution per month. This load could be easily handled by one appraiser who could do his own testing and in the event that two veterans appeared for counseling on the same day, our vocational adviser there will be able to assist in the advisement service.

These trends and the thinking of this office are being passed on to you for your information in adjusting your personnel as you see fit in accordance with the above forecast.

Very truly yours,

M M Greene
M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

cc: Manager, VARO,
Pass-a-Grille,
Mr. Richard V. Moore, Pres.
Bethune-Cookman
Mr. Lowry Wright, Voc. Adviser

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

Mr. Richard V. Moore

File

Pass-a-Grille Regional Office
P.O. Box 1437
St. Petersburg, Florida

September 17, 1947

17E7

Mrs. Mary McLeod Bethune
Founder-President Emeritus
Bethune-Cookman College
Daytona Beach, Florida

Dear Mrs. Bethune:

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Advisement and guidance service for veterans under the Servicemen's Readjustment Act of 1944 is not being encouraged and less money has been provided for the payment of services under this Act. The trend is that less will be provided in the future, therefore, it is highly probable that by the first of the calendar year very little money will be allocated for this purpose. The number of applications for PL 16 veterans during this time of the year, just at the beginning of the fall enrollments for institutional trainees, is usually heavier than at any other time of the year. During the first fifteen days of this month, seventeen cases have been referred to the Bethune-Cookman Guidance Center for counseling and will probably run twenty-five or thirty for the entire month. For subsequent months it is believed that this number will decline and it is not believed that there will be more than twenty or twenty-five PL 16 cases referred to the Guidance Center at your institution per month. This load could be easily handled by one appraiser who could do his own testing and in the event that two veterans appeared for counseling on the same day, our vocational adviser there will be able to assist in the advisement service.

These trends and the thinking of this office are being passed on to you for your information in adjusting your personnel as you see fit in accordance with the above forecast.

Very truly yours,

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

cc: Manager, VARO,
Pass-a-Grille,
✓ Mr. Richard V. Moore, Pres.
Bethune-Cookman
Mr. Lowry Wright, Voc. Adviser

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

September 30, 1947

YOUR FILE REFERENCE:

REC'D. PRES. OFFICE

IN REPLY REFER TO: 17R7B

OCT 6 1947

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

In a letter dated June 19, 1947, this office made an estimate of the number of Advisement referrals that might be served by your Center during the 1st and 2nd quarters of the 1947-48 fiscal year. In this letter we are endeavoring to provide the same information for the 3rd and 4th quarters.

Based upon the probable work load in Advisement activities, it is estimated that the Bethune-Cookman Guidance Center will have for the period January through March approximately 75 referrals under Public Law 16 and 45 referrals under Public Law 346. It is also thought that your Center will receive approximately 15 referrals on a non-compensable basis.

The same figures can be considered to apply to the 4th quarter. If this office notes conditions at a later date that would tend to alter the estimate for the 4th quarter, your office will be notified.

Very truly yours,

Paul M. Wiggins

PAUL M. WIGGINS, Actg. Chief
Vocational Rehabilitation
and Education Division

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

October 10, 1947

Mr. Paul M. Wiggins, Acting Chief
Vocational Rehabilitation and
Education Division
Veterans Administration
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

Dear Mr. Wiggins:

This is to acknowledge with thanks your letter of September 30, regarding the number of Advisement referrals that might be served by our Center during the third and fourth quarters.

We are happy to note that approximately 75 referrals under Public Law 16 and 45 referrals under Public Law 346 will come through the Bethune-Cookman Guidance Center for the period January through March. Thank you very much for this information and for indicating that you will notify us if conditions at a later date tend to alter the estimate for the fourth quarter.

Sincerely yours,

Richard V. Moore.

RVM-T

VETERANS ADMINISTRATION

Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

October 3, 1947

IN REPLY REFER TO: 17R11

REC'D. PRES. OFFICE
OCT 6 - 1947

President, Bethune-Cookman College
640 Second Avenue
Daytona Beach, Florida

Dear Sir:

Attached is a voucher covering rental for the month of September, 1947, on space occupied by the Veterans Administration in Bethune-Cookman College.

It is requested that you sign where the red check mark appears on the voucher and return to this office for payment.

An addressed envelope is enclosed for your convenience in returning voucher for payment.

Yours very truly,

W. H. Millikin

W. H. MILLIKIN
Supply Officer

Encl.

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

November 4, 1947

IN REPLY REFER TO: 17R11

President, Bethune-Cookman College
640 Second Avenue
Daytona Beach, Florida

Dear Sir:

Attached is a voucher covering rental for the month of October, 1947, on space occupied by the Veterans Administration in Bethune-Cookman College.

It is requested that you sign where the red check mark appears on the voucher and return to this office for payment.

An addressed envelope is enclosed for your convenience in returning voucher for payment.

Yours very truly,

W. H. Millikin

W. H. MILLIKIN
Supply Officer

Encl.

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

S

VETERANS ADMINISTRATION
Guidance Center
Bethune-Cookman College
Daytona Beach, Florida

REC'D. PRES [redacted]
NOV 24 1947

November 24, 1947

YOUR FILE REFERENCE:

IN REPLY REFER TO: RT-D-6

File

President Richard V. Moore
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

In compliance with instructions received by telephonic conversation between T. A. Sames, Training Officer, In-Charge, Daytona Beach, Florida and the undersigned, regarding instructions from Henry E. Seider, Chief of Training Facilities, Veterans Administration Regional Office, Pass-a Grille Beach, Florida, in reference to the required filing of 12 copies of Bethune-Cookman College's Catalog for the term 1947-48 with the Veterans Administration Regional Office, it is requested that the responsible official comply with said request, as soon as practicable.

Among other uses, the school catalog is used by the Veterans Administration as the basic authority for payment of tuition fees and any and all charges assumed by the Veterans Administration in connection with training of veterans under the G. I. Bill of Rights. In order to avoid complications as to future payments, it is suggested that you give this matter your immediate attention.

Very truly yours,

Noah B. Gaines

Noah B. Gaines
Asst. Training Officer

cc: Secretary-Treasurer
Registrar
Training Officer, In-Charge
Daytona Beach

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION

Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

January 2, 1948

IN REPLY REFER TO: 17R11AA

President, Bethune-Cookman College
640 Second Avenue
Daytona Beach, Florida

Dear Sir:

Attached is a voucher covering rental for the month of December, 1947, on space occupied by the Veterans Administration in Bethune-Cookman College.

It is requested that you sign where the red check mark appears on the voucher and return to this office for payment.

An addressed envelope is enclosed for your convenience in returning voucher for payment.

Yours very truly,

W. H. Millikin

W. H. MILLIKIN
Supply Officer

Encl.

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

January 12, 1948

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R7B

REC'D. PRES. OFFICE
JAN 13 1948

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

In a letter dated September 30, 1947, this office made an estimate of the number of advisement referrals that might be served by your Center during the 3rd & 4th Quarters of 1947-48 fiscal year. Any change in estimated figures is caused by anticipated probable changes in conditions.

Based upon the probable work load of the Section, it is estimated that your Center will have for the present quarter (January thru March) 60 referrals under Public Law 16 and 30 referrals under Public Law 346.

This office will send a similar letter in March to cover anticipated referral information for the 4th Quarter.

Very truly yours,

M. M. Greene

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

February 27, 1948

IN REPLY REFER TO: 17R11AA

Blank returned
March 2, 1948

President, Bethune-Cookman College
640 Second Avenue
Daytona Beach, Florida

Dear Sir:

Attached is a voucher covering rental for the month of February, 1948, on space occupied by the Veterans Administration in Bethune-Cookman College.

It is requested that you sign where the red check marks appear on the voucher and return to this office for payment.

An addressed envelope is enclosed for your convenience in returning voucher.

Yours very truly,

W. H. Millikin

W. H. MILLIKIN
Supply Officer

Encl.

VETERANS ADMINISTRATION

Pass-a-Grille Regional Office
P.O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

June 3, 1948

IN REPLY REFER TO: 17R7

REC'D. PRES. OFFICE
JUN 4 1948

President
Bethune-Cookman College
640 Second Avenue
Daytona Beach, Florida

Dear Sir:

Enclosed are seven (7) copies of Renewal Agreement for Services Relating to the Counseling of Veterans, Contract No. VA-vr-786, for the fiscal year 1948-1949.

This office will appreciate your having this Renewal Agreement signed and returning all seven copies as soon as possible.

Very truly yours,

M. M. Greene
M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

Encl:
VA-vr-786
Renewal Agreement.

"IT IS LATER THAN YOU THINK"-REINSTATE YOUR N.S.L.I. NOW!

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

Hold

August 25, 1948

YOUR FILE REFERENCE: 47CU7

IN REPLY REFER TO: 17R5A

TO: Chief, Guidance Center
Bethune Cookman College
Daytona Beach, Florida

SUBJ: Change of Termination Date of Clerk Stenographer

1. Reference is made to your letter, August 20, 1948, subject as above.

2. This office is in receipt of correspondence from Miss Jackson stating that she cannot accept transfer to this office, and requesting that she be granted a years leave of absence. We have replied to Miss Jackson, giving her information as to the circumstances which warrant the granting of such extended leave. Her case does not warrant such, therefore, it has been necessary to refuse her request.

3. We regret that it will not be possible to extend the date of termination for this employee from September 18, 1948 to October 2, 1948. It is the understanding of this office that there is a stenographer, presently employed with the Appraisal Section at the college, who will assume the responsibilities and duties previously performed by Miss Jackson.

4. As Miss Jackson's leave (vacation) does not expire until September 13, 1948, and her services are to be terminated September 18, 1948, she has been informed that she may request five additional days, from the Chief of VR&E Division this Regional Office.

5. It is suggested that you immediately contact the College authorities with reference to the replacement for Miss Jackson, as we are unable to comply with your request for extension of the termination date.

RUSSEL A. HARRIS
Personnel Officer

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

August 25, 1948

IN REPLY REFER TO: 17R5A

Mr. Richard V. Moore
President, Bethune Cookman College
Daytona Beach
Florida

Dear Mr. Moore:

We are enclosing herewith correspondence to Mr. Lowry G. Wright, Chief, VA Guidance Center at your College. This is being done in order that you might have immediate information regarding the termination of Miss Eloise Jackson, and her replacement by an employee of your choice.

It is the understanding of this office that both Mr. Wright and Miss Jackson are on leave. It is believed that the letter to Mr. Wright will be self-explanatory, and it is requested that it be held for him upon his return to duty.

Very truly yours,

RUSSEL A. HARRIS
Personnel Officer

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION

Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

September 3, 1948

IN REPLY REFER TO: 17R11AA

President, Bethune-Cookman College
640 Second Avenue
Daytona Beach, Florida

Dear Sir:

Attached is a voucher covering rental for the month of August, 1948, on space occupied by the Veterans Administration in Bethune-Cookman College.

It is requested that you sign where the red check marks appear on the voucher and return to this office for payment.

An addressed envelope is enclosed for your convenience.

Yours very truly,

W. H. Millikin

W. H. MILLIKIN
Supply Officer

Encl:
Voucher

[illegible] [illegible] OFFICE
SEP 6 1948

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

Articulation
Comm

VETERANS ADMINISTRATION

Pass-a-Grille Regional Office
P.O. Box 1437
St. Petersburg, Florida

YOUR FILE REFERENCE:

December 7, 1948

IN REPLY REFER TO: 17R7B

Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

This office has been instructed to take necessary action to convert the Guidance Center at your institution from Plan A to Plan B. In an effort to economize, Central Office has determined that the number of cases now being handled by the Bethune-Cookman Guidance Center does not justify the continuation of the Center under Plan A.

Under Plan B, the institution furnishes only testing services. ✓ The counseling service will be provided by Veterans Administration personnel. The customary case fee for test service is approximately one-half the appraisal fee under Plan A.

Your prompt decision on this matter will be appreciated.

Very truly yours,

M M Greene

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

$15.00 per man testing fee

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

December 15, 1948

Mr. M. M. Greene, Chief
Vocational Rehabilitation and Education Division
Veterans Administration
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

Dear Mr. Greene:

We wish to acknowledge receipt of your letter of December 7, stating that your office has been instructed to take necessary action to convert the Guidance Center at Bethune-Cookman College from Plan A to Plan B.

Are we correct in our understanding that under Plan B Bethune-Cookman College would be required to furnish only the testing service, and that the secretarial and counseling services would be furnished by the Veterans Administration; and the case fee for test service would be approximately one-half the appraisal fee under Plan A?

We are very anxious to cooperate with the Veterans Administration in anyway possible, in order to maintain the Veterans Advisement Center on our campus. The Executive Committee of Bethune-Cookman College voted to accept the change in operation of the Advisement Center from Plan A to Plan B on the following basis: That the College receive $15.00 per case and an increase of twenty-five cents (25¢) on each meal and twenty-five cents (25¢) increase on lodging per night.

If our understanding of the operation under Plan B is correct and our proposal regarding the case fee and increase in the board and lodging fee meet with your approval, we shall be glad to operate on Plan B, effective January, 1949.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-T

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

December 17, 1948

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R7B

Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

Your letter dated December 15, 1948, has been received.

This office can agree on the increase of twenty-five cents (25¢) on each meal and twenty-five cents (25¢) increase on lodging per night. Since the present Plan A agreement includes secretarial service, it is felt that the suggested $15.00 fee under the proposed Plan B should also include such service. We realize that this figure is more than one-half of the present Plan A fee per case, but we also feel that under Plan B the secretary will render more service to the Veterans Administration.

We can see no objection to January 1, 1949, as the effective date of the transposition to Plan B.

An early reply will be greatly appreciated.

Very truly yours,

M M Greene

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

December 21, 1948

Mr. M. M. Greene
Veterans Administration
Education Division
Pass-a-Grille Regional Office
St. Petersburg, Florida

Dear Mr. Greene:

This is to acknowledge receipt of your letter dated December 17.

We are grateful for the favorable consideration given our request for the increase of twenty-five cents (25¢) on meals, lodging and the proposed $15.00 fee under Plan B.

After giving careful consideration to the large deficit incurred by the College during the two years operation of the Advisement Center under Plan A, the members of the Executive Committee of our Trustee Board felt that they could not agree to furnish secretarial services at the expense of the College under Plan B.

The first proposed contract (Plan B) for a Center at Bethune-Cookman College is being enclosed for your perusal. You will note that this contract was signed March 28, 1946 and, at that time, stipulated that $10.00 would be paid for the rendering of service noted in paragraph 1(a) and that service only. Paragraph 2, page 2, outlined charges for meals and lodging.

Since the above date there has been several rounds of wage increases, two in VA, and the cost of living index has risen considerably. In line with the rise of the cost of living, this Institution has had to increase its salaries.

The enclosed proposed contract and the rise in the cost of living which has necessitated several rounds of salary increases are the bases for the suggested amounts for services to be rendered. This suggested basis, in nowise include secretarial services at the expense of the College. Our previous letter intended to clarify this position.

It is hoped that an agreement can be reached on this basis and the contract will be drawn effective as of January 1, 1949.

Sincerely yours,

RVM-T

Richard V. Moore

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

January 10, 1949

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R7B

REC'D. PRES. OFFICE
DEC 12 1949

Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

This is in reference to the contemplated case referrals to be processed by the Guidance Center at Bethune-Cookman College during the Fourth Quarter of the fiscal year beginning April 1, 1949.

The estimated work-load for the Fourth Quarter will be as follows:

Public Law 16	50
Public Law 346	15

It is trusted that this information will assist you in planning the activities of your Guidance Center.

Very truly yours,

M. M. Greene
M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

January 11, 1949

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R7B

Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

We have received further information from Atlanta concerning proposals made in regard to converting your Guidance Center from Plan A to Plan B.

The Branch Office is of the opinion that a testing charge of $15.00 per case is somewhat out of line since other Plan B Centers in the Branch Office Area are charging $10.00 per case. If, in your opinion, Bethune-Cookman cannot operate on the $10.00 figure, it will be necessary that justification be submitted to substantiate the $15.00 per case figure.

It is suggested that justification be submitted for the $4.00 per case charge for clerical assistance. This office has communicated with the Chief, Guidance Center on the subject. He will be glad to assist your office by supplying pertinent data.

This office appreciates the cooperation being received.

Very truly yours,

M. M. Greene

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

January 17, 1949

Mr. M. M. Greene, Chief
Vocational Rehabilitation and
Education Division
P. O. Box 1437
St. Petersburg, Florida

Dear Mrs. Greene:

Since the receipt of your letter of January 11, 1949, I have had a conference with Mr. Wright, Chief, Guidance Center. I advised him that the Advisement Center was established at Bethune-Cookman College through the efforts of Dr. Mary McLeod Bethune, not as a matter of profit, for its history has shown that, but because it was realized that the veterans reporting for advisement could be better served here than under any number of other conditions.

Mr. Wright suggested that, inasmuch as the Plan B contract he has perused require medical examinations at the direct expense of the VA, consideration be given for reduction on per case basis of $2.00. Based on the above, the Institution is willing to reduce its original charge from $15.00 per case to $13.00 per case. In regards to your request for justification of this charge it is requested that you refer to paragraphs 4, 5 and 6 of my letter dated December 21, 1948. The clerical charge of $4.00 is the same charge that was agreed upon by VA and the Institution and reflects itself in the present contract by a $4.00 per case increase over the per case basis of the previous contract. As usual the clerical help would be assigned to the center on full time basis.

The Institution, in its desire to render service to the veterans reporting here, has not objected to the present contract but has entered into the present negotiations, initiated by your office, in the spirit of our usual desire to cooperate to the fullest with the VA. Provided an agreement cannot be reached on the present negotiation, we shall be satisfied to continue under the present contract.

We are grateful for your cooperation in this matter.

Sincerely yours,

RVM-T

Richard V. Moore

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P.O. Box 1437
St.Petersburg, Florida

May 4, 1949

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R7B

REC'D. PRES. OFFICE
MAY 5 1949

Important

Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

This office has received further information from Washington concerning the contemplated conversion of the Bethune-Cookman Guidance Center.

Cost data obtained in regard to the operation of the center at your institution was recently forwarded to the Veterans Administration Central Office. In reply Central Office stated that the number of fee cases being processed by the center is not adequate to justify operation under Plan A or Plan B.

Central Office recommends operation under Plan C. With such arrangement, all the testing and counseling will be done by the Vocational Adviser assigned to the guidance center by the Veterans Administration. The college, as presently obtains, will provide space, meals and lodgings, and medical examinations for determination of physical feasibility for claimant veterans as may be required. These services will be covered by contract as in the past.

If the suggested Plan C operation meets with the approval of your office, immediate steps will be taken by the Veterans Administration toward conversion. If you do not desire to have advisement and guidance service continued under Plan C, then it will be necessary to distribute cases now going to Bethune-Cookman to other centers and units.

Your consideration of the above information and an early reply will be appreciated.

Very truly yours,

M M Greene

M. M. GREENE, Chief,
Vocational Rehabilitation and
Education Division.

cc: Chief, VA Guidance Center
Bethune-Cookman College
Daytona Beach, Florida

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

CLASS OF SERVICE
This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

1201

JOSEPH L. EGAN
PRESIDENT

SYMBOLS
DL = Day Letter
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
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1949 MAY 11 PM 3 26

A SBA319 GOVT PD=WUX STPETERSBURG FLO 11 314P=

RICHARD V MOORE, PRESIDENT=
BETHUNE COOKMAN COLLEGE DAYTONA BEACH FLO=

RELET THIS OFFICE MAY 4 1949 PLEASE WIRE DECISION CONCERNING ESTABLISHMENT PLAN C CENTER CLERICAL SERVICE CANNOT BE PAID FOR UNDER PLAN C=

H F DICKENSHEETS MGR VETERANS ADMINISTRATION
REGIONAL OFFICE=

plan C accepted. Letter follows

4 1949 C C=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

RICHARD V. MOORE, President

MARY McLEOD BETHUNE
Founder President-Emeritus
MATTHEW S. DAVAGE
Chairman, Trustee Board

HERBERT M. DAVIDSON
Chairman, Executive Committee of the Trustee Board
BERTHA L. MITCHELL
Secretary-Treasurer

Office of the President

May 11, 1949

Mr. M. M. Greene
Chief, Vocational Rehabilitation
and Education Division
VA Regional Office; P. O. Box 1437
St. Petersburg, Florida

Dear Sir:

With regards to paragraph 3 of your correspondence of May 4, 1949, the Institution has approved the Plan 'C' Center as set forth therein.

It is requested that necessary action be expedited whereby this plan shall become effective and operative, July 1, 1949, in order that it will commence with the beginning of our fiscal year.

Yours very truly,

Richard V. Moore

cc: Chief, VA Guidance Center

File

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P. O. Box 1437
St. Petersburg, Florida

May 16, 1949

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R7B

Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

In agreement with paragraph 2 of your letter dated May 11, 1949, this will advise your office that Contract V3017V-11 relating to the Plan A Guidance Center conducted by Bethune-Cookman College will be cancelled by the Veterans Administration effective June 30, 1949.

Very truly yours,

M M Greene

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

REC'D. PRES. OFFICE
MAY 18 1949

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

VETERANS ADMINISTRATION
Pass-a-Grille Regional Office
P.O. Box 1437
St. Petersburg, Florida

File

July 13, 1949

YOUR FILE REFERENCE:

IN REPLY REFER TO: 17R7B

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

This office under date of July 12, 1949 received wire from Central Office stating that the Guidance Center contract with your institution has been approved. In the near future photostatic copies of the contract will be received and your office will be supplied with one for your files.

Your cooperation received during the negotiations of the change from Plan A to Plan C is appreciated.

Very truly yours,

M. M. Greene

M. M. GREENE, Chief
Vocational Rehabilitation
and Education Division

An inquiry by or concerning an ex-service man or woman should, if possible, give veteran's name and file number, whether C, XC, K, N, or V. If such file number is unknown, service or serial number should be given.

To typist, please use indented

form in retyping.

Chief, Vocational Rehabilitation
and Education Division
Veterans Administration
Branch Office No. 5
Atlanta 3, Georgia

Dear Sir:

On December 2, 1946, a Guidance Center was activated at Bethune-Cookman College, Daytona Beach, Florida, for the processing of eligible Negro veteran claimants of World War II who requested or would request in the future vocational rehabilitation and/or guidance.

The Center was activated with a great spirit of enthusiasm and since its activation, with its limited work load, has performed a superior job and is a AND STILL IS credit to the institution. Without a doubt there existed was an exceptionally great need for this type of setup: one where Negro veterans could honestly discuss their rehabilitation and training problems with well qualified Negro personnel who possess a keener insight into the seemingly peculiar problems that confront the Negro veteran than any others.

Though not in writing, it was the understanding of the officers of the institution that all Negro veterans processed in the state of Florida would be processed through the Bethune-Cookman College Center. This, of course, has not been true for only the Negro claimants processed through the Pass-a-Grille Office have been directed here.

Upon investigation it was found that Florida, unlike any other state under the administration of Branch Office #5, has two 'Regional Offices' and that the Pass-a-Grille office has no authority over the Miami office. This, without a doubt, has had its negative affect upon the case load of PL#16 claimants at the Bethune-Cookman College Center. A further investigation indicates that the greatest mass of Negro veteran population in the state of Florida is in the Miami area.

This institution graciously accepted the Center and desires its continuation for it feels that a service is being rendered Negro veterans that could hardly be duplicated elsewhere. At the same time the institution is mindful of the fact that it cannot continue to operate at a real loss. The institution is of the opinion that if the Negro case load in the Miami area was directed to this Center that ~~it~~ could more reasonable operate and perhaps pull itself out of the 'red'. In this connection, the institution is not desirous in making any great profit out of this program but it is desirous of rendering a service to Negro veterans in this state and, at the same time, in so far as practicable, refrain from sustaining an unnecessary loss.

Based on the following facts, it is requested that Negro claimants in the Miami Area be directed to this Center for processing:

1. The case load of PL#16 claimants since the activation of this Unit, December 2, 1946 has averaged less than 20 per month.

or any real profit at all, so far as that is concerned,

2. This is the only official unit employing all Negro personnel, in the state of Florida.

3. That Daytona Beach, Florida is conveniently located to all sections of Florida and is more conveniently located to the Miami area than to any other area.

4. That it was the general understanding that all Negro veterans processed in Florida would be processed through this Center.

5. That the Center, through lack of the Miami area claimants, is operating at an undue loss.

It is further requested that action on this matter be expedited as soon as practicable.

Yours very truly,

Mary McLeod Bethune,
Founder-President Emeritus
Acting President
Bethune-Cookman College

omit Copies to: Senator Claude Pepper
Deputy Administrator (VA), Branch #5
Mr. Joseph F. Albright, Special Assistant to the Administration, Washington, D.C.
Mr. M. M. Greene, CHIEF, Vocational Rehabilitation + Education

Addresses: Mr. Joseph F. Albright
Veterans Administration
Central Office; Room 118
Washington 25, D.C.

Deputy Administrator
Branch Office #5
Atlanta; Georgia

Mr. M. M. Greene, CHIEF
Vocational Rehabilitation
and Education Division
Veterans Administration Regional Office
P. O. Box 1437
St. Petersburg, Florida

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

JOSEPH L. EGAN
PRESIDENT

1201

=(1045)=

SYMBOLS

DL=Day Letter
NL=Night Letter
LC=Deferred Cable
NLT=Cable Night Letter
Ship Radiogram

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WU14 GOVT PD=WUX STPETERSBURG FLO DEC 29 1000A=

=RICHARD V MOORE=

=BCC=

=/47CU7/ PLEASE WIRE FEE PER CASE FOR STENOGRAPHER ONE HALF TIME /17R7B/=

=H F DICKENSHEETS MGR VARO=

$400

/47CU7/ /17R7B/=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

VETERANS Housing Project

BETHUNE-COOKMAN COLLEGE,
Daytona Beach, Florida.

December 28, 1946.

PROJECT MAINTENANCE AND HOUSEKEEPING SERVICES -

Projects Fla. V-8314 and Fla. V-8314 A

1 - The following amounts have been budgeted, in accordance with the size of the Projects, number of Units and Dormitory rooms, through the medium of the PROJECT MANAGEMENT PLAN, approved by FEDERAL PUBLIC HOUSING AUTHORITY, November 25, 1946.

OPERATING SERVICES:

(Monthly)	Dwelling Units	Dormitories	TOTAL
a) Janitorial	$ 80.04	$ 79.38 – 60	$ 159.42
b) Exterminating	8.70	7.56	16.26
c) Garbage and Trash Removal	35.96	00 00	35.96
d) Housekeeping Services		52.50 - 50.	52.50
e) Grounds Maintenance	23.20	3.78	26.98
TOTALS	$147.90	$143.22	$291.12

2 - It is suggested that the following distribution, according to Salaries and Supplies, be made from the total available:

For MAINTENANCE MAN	Salary	$ 120.00 per month	
	Maintenance Supplies	27.90 per month	
	TOTAL	$ 147.90	$ 147.90
For DORMITORY MATRON	Salary	$ 110.00 per month	
	Maintenance Supplies	33.22 per month	
	TOTAL	$ 143.22	143.22
			$ 291.12

27.90
23.20
4.70

3 - OF THE 32 DWELLING UNITS in Fla. V-8314 A, to be turned over to us within the next few days, we have permission of FPHA to use 16 (all 2-bedroom units) for dormitory space for single veterans. This will give us space to house 96 single veterans (6 in each dwelling unit) in addition to the 81 we now have housed in the regular Project dormitories, turned over to the College on December 20, 1946. This gives space for 157 single veterans. In the two projects, we will then have 42 Dwelling Units for rental to 37 VETERANS' FAMILIES, 2 NON-VETERAN FACULTY FAMILIES, 2 units to VETERANS ADVISEMENT CENTER and 1 Unit (3-Bedroom) for OFFICES and STORAGE OF PROJECT MATERIALS, FURNISHINGS, etc.

4 - The following monthly comparative figures may be noted, as relating to the 16 Dwelling Units which will be used for additional dormitories:

If these Units were rented to student veterans' families, at $22.00 per month total income would be - - - 16 x $22.00 - - - - - - - - - - - - $ 352.00

If these Units are rented to single veterans - 6 to each Unit - at $6.00 per month, total income would be - 16 x $36.00 - - - - - - $ 576.00

Monthly surplus if used as dormitories - - - - - - - - - - - - - - - $ 224.00

OF THIS SURPLUS, $100.00 could be used for salary of an additional matron for these Units, $24.00 for maintenance supplies and the balance used to cover the additional charges for water, light and gas that would naturally accrue from additional usage.

BETHUNE-COOKMAN VETERANS HOUSING AUTHORITY,

Bertha L. Mitchell

Bertha L. Mitchell, Secretary.

Bethune-Cookman College,
Daytona Beach, Florida.
February 15, 1947

To - Mrs. Mary McLeod Bethune, President -

In Reply to Inter-office Memorandum - 2/15/47

1 - No monthly financial reports have been issued during the year 1946-47, with the exception of the August report, and the December report. The copy of the August report is attached. At the recommendation of the Executive Committee, Dr. Davage and Mr. Lynn, Auditor for the Board of Education of the Methodist Church, we were advised to discontinue the laborious proceeding of issuing a thirty-page monthly report, with schedules, and to prepare only a balance sheet of current funds monthly. The Business Administration Department is in the process of typing the December report, which is a full one, since this month closed the first half of the fiscal year. Until the typeing is completed, I am sending you the Balance sheet of current funds. The January report will also be a full one, for this is used for the Annual Trustee report. I completed the closing of the ledger last night, and Mrs.Purcell is now taking off this report. It will be typed within a week. All reports and financial statements have been delayed this year because of our lack of another bookkeeper and the doubled accounting resulting from the doubled enrollment.

2 - The complete list of faculty and staff is attached. I hope you will forgive the form of this. It has not been typed this year because of the constant changes and additions to the staff, and the fact that Mrs. Thompson was not here to type it. It is too private to have the Business Administration department handle and Miss Clark is kept too busy with vouchers for veterans to be called into service for this type of material.

3 - Bethune-Cookman College Housing Authority has only one clerical worker for the project, which happens to be me. I have set up the books, according to the manual, and am keeping them as part of my work as Secretary of the College. All tenants records, and the records of charges, payments and balances - the entire card file of the 176 boys and 38 families - is kept by Elzora Francie, who does this same type of work in Pinehaven. Her salary is $60.00 per month for this part-time service. This does not appear on the College Salary roll, for she is not a College employee. The other payroll employees of the Project are as follows:

Benjamin Mitchell - Part-time manager -
For Units - $86.00 per month
For Dorms. 70.00 per month
Olden J. Latimer - Maintenance, Janitorial and Trash Removal
$120.00 per month
Essie Hall - Housekeeping Service - Dormitories -
$110.00 per month

Rudolph Matthews - Housekeeping Service (Dean of Men)
$ 75.00 per month

I wish to state that all of the accounting for the Authority has been done by me at night or on Sundays, and not during my regular office day. I have, naturally, been interested in having it right, in that it provides this part-time employment for Ben. The entire Housing Authority and Tenants' files are open for Mrs. Thompson to secure information for you at any time. The Project Management plan, which is the budget for operation, the rental rates set up by the FPHA, rules concerning occupancy, accounting and reporting, are all in the file in this office for quick and easy reference, but are open to the President's office at all times.

Bertha L. Mitchell
Bertha L. Mitchell

Bethune-Cookman College,
Daytona Beach, Florida.
February 18, 1947.

TO - Mrs. Mary McLeod Bethune -

RE - Memorandum, dated February 12, 1947

Subject - INFORMATION FOR ANNUAL REPORT TO BOARD OF TRUSTEES

1 - VETERANS:

a) Housing -
Total Number of Dormitory Rooms, 27 - Occupied by 81 boys
Total Number of Dwelling Units in Project Fla. V-8314, 8314-a

58

OCCUPANCY OF THESE UNITS:

By Veterans and their families - (At rents adjusted to $22 per mo)	22	
By Faculty members, VA training officers	10	
By Veterans Advisement Center - Offices and Rooms for transients-	2	
By single veterans as dormitory space, supplementing the two dormitories provided (6 boys to each 2 Bedroom D U)	16	
TOTAL		50
Dwelling Units unoccupied to date (All 2 Bedroom units - 2nd floors (of Bldgs 9 and 11		8
		58

TOTAL OCCUPANCY - 32 Familes, 2 V.A. Advisement - Single Veterans - 177

b) Monthly Income from Project:

Rent Rolls -	September	$ 385.55	(Sept. 20-30)
	October	716.50	
	November	727.00	
	December	632.99	(Vacation month)
	January	1161.55	(Complete project)

Tenants' Accounts Receivable:

December 31	$ 85.73	
January 31	1,282.93	(See next page

In the case of rentals for dormitory spaces, the College collects the room-rent from the veterans along with their board and laundry and transmits this rent each month, in arrears, to the Project account. In January, few boys received checks, hence the College could not pay the January rent for dormitories until February. Hence the large item of Tenants Accounts Receivable. The following is the monthly schedule of rents collected by the College office, and transmitted to the Bethune-Cookman Housing Authority by check:

Buildings - 8:-	8 Rooms, with 3 occupants in each	$18.00 per room	$ 144.00
10:-	19 rooms, with 3 occupants in each	18.00 per room	342.00
12:-	8 Dwelling Units, with 6 occupants in each	24.00 per Unit	192.00
14:-	8 Dwelling Units, with 6 occupants in each	24.00 per Unit	192.00
	TOTAL		$ 870.00

Note - In Buildings 12 and 14, the boys pay the regular $6.00 per month room-rent to the college, but the college is transmitting only $4.00 per month of this amount to the Project, thus holding $2.00 each for 96 boys (total of $192.00) per month, for future landscaping of the project. The Project also pays to the college rent for use of the land in the amount of $72.50 for dwelling units and $13.50 for dormitories, total of $86.00 per month. This amount will also be held to swell the total for landscaping the property.

d) Monthly expenditures for salaries, maintenance, etc.:

January was the first month of operation of the full project. The expenditures were as follows, according to my General Ledger Trial Balance:

1 - MANAGEMENT:		
Management Salary - Mitchell ($86.00 for D U - $70.00 for Dorms)	$ 156.00	(includes also (bookkeeping ser- (vice for Authority (and Dwelling Units
Bookkeeper - - Frances (For Dorms)	60.00	
Office Supplies and Miscell. (Dorms and Dwelling Units)	41.65	
2 - OPERATING SERVICES:		
Maintenance Man - Salary for Janitorial, - Coleman Exterminating and Trash Removal	120.00	
Maintenance Supplies	32.25	
3 - UTILITIES:		
Electricity	104.62	
Gas (for heating, hot-water heating, cooking) (December bills)	110.72	
4 - REPAIRS, MAINTENANCE AND REPLACEMENTS:		
Grounds Maintenance	16.15	
Structures (extra keys, etc.)	40.30	
Painting	9.05	

(concluded next page)

REPAIRS, MAINTENANCE AND REPLACEMENTS (continued)

Plumbing and Gas	$10.75
Electrical	
Heating	
Ranges and Refrigerators	
Furniture and Furnishings	10.75
Other Equipment	13.68

HOUSEKEEPING SERVICES:

Salary - - - - - - - Matron = Hall	110.00
Supplies - (see Operating Services)	

FIXED EXPENSES:

Rent to Bethune-Cookman College	86.00
TOTAL	$ 921.92

2 - Bethune-Cookman College set up a Budget of $4,550.00 for Repairs for 1946-47. To January 31, 1947, this Budget has been overspent by $3,931.11. The largest expenditures have been for Repairs wages and general Repairs materials; I am unable to say that the expenditures for these items have been wise or unwise. Certainly in the line of materials we have not been able to control prevailing prices. In the matter of wages, there is a possibility that we have hired work done when it might have been done by our own repairs man on salary. With our college offerings to double the enrollment on which the 1946-47 budget was based, and our income 40% more than our anticipations, it is justifiable for us to spend a maximum of 40% more for repairs than we anticipated. It may be noted that $3,000 of the $4,550 budgetd was provided as a repairs appropriation by the Board of Education of the Methodist Church. The detail follows:

	BUDGET ESTIMATE	ACTUAL EXPENDITURES
Repairs, Wages	$950.00	$ 3,753.17
Repairs, Mat.	2,000.00	3,397.60
Repairs, Plumbing	1,000.00	776.05
Repairs, Electrical	600.00	554.29
TOTALS	$4,550.00	$ 8,481.00

A large portion of electrical repairs expense has been saved because of the help from the Vocational Shop. This shop is now saving us from additional expense in the matter of carpentry and auto repairs.

Bertha L. Mitchell

Bertha L. Mitchell.

Mr. Mitchell

Bethune-Cookman College,
Daytona Beach, Florida.

May 31, 1947.

STATEMENT OF VETERANS PROJECT LANDSCAPING -

Income and Expense, to May 31, 1947:

TOTAL INCOME, to April 1, 1947 - - - - - - - - - - - - - - (Includes a portion of each month's room-rent (paid by veteran occupants living in buildings (12 and 14, and monthly rental for land. (from the BCC Housing Authority,	$1,144.51	
April 30 - Portion of room-rent of 90 boys living in Units 12 and 14 - - - - - - - - - - -	180.00	
Rent of Land for April - - - - - - - - - -	86.00	
May 31 - Portion of room-rent of 86 boys living in Units 12 and 14 - - - - - - - - - - - -	172.00	
Rent of Land for May - - - - - - - - - - -	86.00	
TOTAL INCOME, to date - - - - - - - - - - - - - - - - -	$1,668.51	$1,668.51
EXPENDED to date:		
For Labor, Gas for Tractor, Hauling os Shrubbery, and Trucking, - - - - - - - - - - - - - - - - *	$ 766.20	
For Sand and Fill - - - - - C. B. McGill - - -	355.00	
For Shrubbery -	278.00	
TOTAL EXPENSE, to date - - - - - - - - - - - - - - - - -	$1,399.20	1,399.20
BALANCE OF FUND, May 31, 1947 - - - - - - - - - - - - -		$ 269.31

* -Labor Rate - boys - 65¢ an hour - for scattering sand, digging shrubbery, planting shrubbery, tractor service, etc.

For
Pres. Moore's
information
and
Files

File

Bethune-Cookman College,
Daytona Beach, Florida.

May 31, 1947.

STATEMENT OF VETERANS PROJECT LANDSCAPING -

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BALANCE OF FUND, May 31, 1947 - - - - - - - - - - - - -		$ 269.31

* -Labor Rate - boys - 65¢ an hour - for scattering sand, digging shrubbery, planting shrubbery, tractor service, etc.

Bertha L. Mitchell

BETHUNE-COOKMAN COLLEGE

VETERANS HOUSING AUTHORITY

Project Fla. V-8314,8314a

BALANCE SHEET (REVISED)

ADMINISTRATION FUND

June 30, 1947.

ASSETS		
CASH:		
1112 - First Atlantic National Bank	$ 2,038.80	
1117 - Petty Cash to Manager	25.00	
		$ 2,063.80
TENANTS ACCOUNTS RECEIVABLE:		
1122 - Shelter Rent	1,587.35	
1133 - Furniture Rentals	115.92	
		$ 1,703.27
TOTAL ASSETS		$ 3,767.07
LIABILITIES		
2210 - Tenants Security Deposits	$ 276.00	
TOTAL LIABILITIES		276.00
RESERVES		
RESERVE FOR R M & R	$ 3,491.07	
		3,491.07
TOTAL LIABILITIES AND RESERVE		$ 3,767.07

BETHUNE-COOKMAN COLLEGE

VETERANS HOUSING AUTHORITY

PROJECT FLA. V-8314 - 8314a

BALANCE SHEET

ADMINISTRATION FUND

For The Quarter Ending September 30, 1947

	ASSETS		
	CASH:		
1112	First Atlantic National Bank	$ 3,220.17	
1117	Petty Cash to Manager	25.00	
			$ 3,245.17
	TENANTS ACCOUNTS RECEIVABLE:		
1122	Shelter Rent	1,645.21	
	Furniture Rentals	136.82	
			$ 1,782.03
	TOTAL ASSETS		5,027.20
	LIABILITIES:		
2210	**Tenants Security Deposits**	$ 320.00	
	TOTAL LIABILITIES		$ 320.00
	RESERVES and SURPLUS:		
	Reserve for R. M. & R.	$ 3,491.07	
		1,216.13	
	Total Reserves		4,707.20
	TOTAL LIABILITIES and RESERVES		5,027.20

To- President Moore

October 10, 1947

REC'D. PRES. OFFICE
OCT 13 1947

BETHUNE-COOKMAN COLLEGE

VETERANS HOUSING PROJECT - Fla. V-8314, 8314a

REPORT OF CASH RECEIPTS AND CASH DISBURSEMENTS

For the First Quarter of the Fiscal year 1947-1948
JULY - AUGUST - SEPTEMBER -
1947

PRELIMINARY STATEMENT:

Net Operating Income (Profit) for the period from the opening of the Project, September 20, 1946 to the end of the fiscal year, June 30, 1947 - - - - - - - - - - - -	$ 3,491.07	
Transferred to "R. M. & R. RESERVE", held by the Bethune-Cookman Veterans Housing Authority, as per contract dated June 25, 1947 - - - - - - - - - - - - - - - - - - -		$ 3,491.07
	$ 3,491.07	$ 3,491.07

(Explanation - The fact that the College Authority
(was permitted to hold the Net Income total, rather
(than remit it to Public Housing Authority, makes
(it possible to handle any unusual repairs, maintenance
(or replacement items that may be apparent in this the
(second year of Project operation.

INCOME:

Cash Receipts - July, 1947	$ 1,769.13	
Cash Receipts - August, 1947	1,473.14	
Cash Receipts - September, 1947	2,183.91	
TOTAL RECEIPTS - 1st Quarter		$ 5,426.18

EXPENSE:

Cash Disbursements - July, 1947	$ 1,157.37	
Cash Disbursements - August, 1947	1,476.68	
Cash Disbursements - September, 1947	1,565.66 -*	
TOTAL DISBURSEMENTS - 1st Quarter		$ 4,199.71
NET OPERATING INCOME (PROFIT) - July, August, September -		$ 1,226.47

* - Including $400 expended for Repair materials, wages for constructing office for Dean of Men, installing new lock and key service for dormitories.

GENERAL INFORMATION:

RE - INCOME:

All Housing Project Income (cash) is receipted on numbered, duplicate receipts. The receipt books are the same type as those used by the College, but stamped with the name and project number for identification purposes. Posting to the Cash Receipts Journal and subsequently to the General Ledger and Tenants Ledger, is from the duplicate receipts.

All cash is deposited, with a record appearing in the Cash Receipts book, in The First Atlantic National Bank - depository approved by Public Housing Authority.

Tenants Cards reflect the charges, payments, by receipt number, and balances at the end of any month.

RE - EXPENSE:

All expense is paid by Voucher check, numbered. Vouchers are approved by the President of the Collegebefore his counter-signature is affixed to the check. Vouchers are filed with invoices of expense, signed cash vouchers and formal bi-monthly payrolls.

BANK RECONCILIATION is effected monthly, to establish the truth of the cash position in the books of the Project, in relation with the Bank record.

RE - ACCOUNTING

The Project maintains, as required by Public Housing Authority, a Cash Receipts Journal, Accounts Payable Voucher Record (Cash Disbursements) General Journal, General Ledger and Tenants' Ledger Card File. In addition to these records, an Occupancy Card file is maintained, together with folders with the applications, registration-lease, request for rent adjustment and other data pertinent to each tenant. Occupancy reports are filed each month by the Dormitory Director, to establish the charges for boys in the dormitories.

Rental charges to individual tenants in Dwelling Units is established on the basis of the schedule pvodided by Public Housing Authority.

The Project Management Plan provides the budget information for actual expense in each division - Management, Operating Service, Repairs, Maintenance and Replacements, Housekeeping Service and Fixed Expense. Account classification and numbering is in accordance with the PHA Manual of Instructions.

ALL ACCOUNTING RECORDS, BANKING RECORDS, COPIES OF MONTHLY AND QUARTERLY OPERATING STATEMENTS, QUARTERLY OCCUPANCY REPORTS, RENTAL CHARGES, ACCOUNTS RECEIVABLE SCHEDULES AND ALL OTHER PAPERS, are located in the top drawer of the locked steel file and in the bookcase (second shelf) of the Treasurer's office. Keys to these records are to be found, at all times, in the office, in order that the records may be available for the study of the College Administration and Public Housing Authority auditors or management officials.

The Secretary-Treasurer is bonded to receive Project funds - in addition to the Bond under which she operates in the College itself. The Project part-time bookkeeper, Miss Francis, is also bonded for this particular work.

Bertha L. Mitchell
Bertha L. Mitchell, Secretary-Treasurer.

CASH STATEMENT

BETHUNE-COOKMAN VETERANS HOUSING AUTHORITY

Project Fla.V-8314 - 8314a

October, 1947

Receipts:

Shelter Rent	$ 1,197.94	
a) Dwelling Units		
b) Dormitories	486.00	
		$ 1,683.94
Furniture Rentals		102.25
Total Receipts		$ 1,786.19

Disbursements:

For Salaries	$ 601.00	
For Utilities	472.17	
For Other Project Expense -	455.64	
Total Disbursements -		$ 1,528.81
Net Income for October		$ 257.38
Cash Balance brought forward:		
October 1, 1947		$ 3,220.17
Cash Balance November 1, 1947		$ 3,477.55

Bertha L. Mitchell

Bertha L. Mitchell, Secretary-Treasurer.

In reply refer to:
R IV:JAZ:srm

~~NATIONAL HOUSING AGENCY~~
~~FEDERAL PUBLIC HOUSING AUTHORITY~~
HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION

Atlanta 3, Georgia

November 12, 1947

Dr. James A. Colston, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Colston:

Your attention is directed to our letter of September 23, relative to the installation of exterior fire escapes in the two-story structures which comprise a portion of Veterans Emergency Housing Project, Fla-V-8314A.

To date we have received no reply giving your opinion as to whether the installation of this improvement is needed to provide adequate protection for the welfare and safety of the tenants. If the fire escapes are considered by you as essential, and you have conducted a survey to estimate the cost of the materials and labor which will be required to install the types of fire escapes you have selected, we would appreciate receiving your estimate of cost.

We are awaiting your reply containing the necessary information on this matter.

Sincerely yours,

M B Satterfield

M. B. SATTERFIELD
Director, Area C
Region IV

November 17, 1947

Mr. M. B. Satterfield
Director, Area C
Region IV
Housing and Home Finance Agency
Public Housing Administration
Atlanta 3, Georgia

Dear Mr. Satterfield:

This is to acknowledge receipt of your letter of November 12 and to inform you that Mr. James A. Colston is no longer connected with the Institution. He discontinued his services here June, 1946.

I have read with interest your statement regarding the installation of exterior fire escapes in the two-story structures which comprise a portion of Veterans Emergency Housing Project, Fla-V-8314A. There is a definite need for the installation of fire escapes in these buildings, and we assure you that we shall work toward the end of securing them.

We are in the process of securing bids at the present and hope to be in position to make a statement to you in the next few days regarding the materials and labor which will be required to install the types of fire escapes we need.

I assumed the leadership of the Institution June 1, 1947. When you are in this section again, I would like very much to meet you personally and have a conference with you.

Sincerely yours,

Richard V. Moore

RVM-T

Bethune-Cookman College
Veterans Housing Authority
Project Fla. V-8314 - 8314a

BALANCE SHEET

ADMINISTRATION FUND

November 30, 1947

ASSETS		
Cash -		
1112 - First Atlantic National Bank	$ 4,667.40	
1117 - Petty Cash to Manager	25.00	
		$ 4,692.40
Tenants Accounts Receivable -		
1122 - Shelter Rent	$ 1,531.18	
1133 - Furniture Rent	135.82	
		$ 1,667.00
TOTAL ASSETS		$ 6,359.40
LIABILITIES		
2210 - Tenants Security Deposits	$ 320.00	
		$ 320.00
TOTAL LIABILITIES		$ 320.00
RESERVES and **SURPLUS**		
R M and R. Reserve	$ 3,491.07	
* Operating Surplus - November 30, 1947	2,548.33	
TOTAL RESERVES and SURPLUS		$ 6,039.40
TOTAL LIABILITIES, RESERVES and SURPLUS - - - - - - -		$ 6,359.40
* **INCOME** and **EXPENSE**		
Total Income - July 1 - November 30, 1947		$ 9,741.51
Total Expense - July 1 - November 30, 1947		$ 7,193.18
Operating Surplus - - - - - - - - - - - - - - -		$ 2,548.33

In reply refer to
R IV:JAZ:fh

~~NATIONAL HOUSING AGENCY~~
~~FEDERAL PUBLIC HOUSING AUTHORITY~~
HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION
Atlanta 3, Georgia

Mrs. Mitchell

January 23, 1948

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

In your letter of November 17, 1947, which replied to our letters of September 23 and November 12, you said that you would soon submit a statement regarding materials and labor required to install fire escapes in the four 2-story structures comprising a portion of Project Fla-V-8314-A.

As of this date, our records do not indicate receipt of any further information from you, therefore, we are again directing your attention to this matter so that we may be informed as to the progress being made.

Your prompt cooperation in submitting the requested data will be appreciated.

Sincerely yours,

M. B. SATTERFIELD
Director, Area C
Region IV

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

BETHUNE-COOKMAN COLLEGE
VETERANS HOUSING AUTHORITY
PROJECT Fla.-V-8314 - 8314a

BALANCE SHEET

Administration Fund

ASSETS		January 31, 1948
CASH:		
1112 - First Atlantic National Bank	$ 4,789.01	
1117 - Petty Cash to Manager	25.00	
Tenants' Accounts Receivable:		
1122 - Shelter Rent	1,535.37	
1133 - Furniture Rentals	128.57	
Total Assets		$ 6,477.95
LIABILITIES		
2210 - Tenants Security Deposits	328.00	
Total Liabilities		328.00
Reserves and Surplus		
R. M. and R. Reserve -	3,491.07	
Operating Surplus, January 31, 1948	2,658.88	
Total Reserves and Surplus -		6,149.95
Total Liabilities, Reserves and Surplus		6,477.95

Analysis of Operating Surplus:

Total Income - July 1, 1946 - Dec. 31, 1947	$ 13,727.54
Total Expense July 1, 1946 - Dec. 31, 1947	11,068.66
Income Exceeded Expense	$ 2,658.88

HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION
~~NATIONAL HOUSING AGENCY~~
~~FEDERAL PUBLIC HOUSING AUTHORITY~~
~~WASHINGTON~~
Atlanta 3, Georgia

In reply refer to
R IV:JAZ:fh

File

February 5, 1948

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

This will acknowledge your letter of January 29 which has further reference to the construction of fire escapes in the 4 two-story structures of Project Fla-V-8314A, Daytona Beach, Florida.

With regard to the two carpenters who are willing to undertake the construction of the proposed fire escapes, please be advised that this office has no objection to your acquisition of their services. However, as we requested in our letter of September 23, 1947, please prepare an estimate of the cost for furnishing all materials and labor to install the eight fire escapes and submit it as soon as possible together with a request for permission to perform this work. In addition, as suggested in your letter, it is desired that you have the contractor now engaged in work on the College campus verify the bid of the carpenters.

Your understanding pertinent to the source of the funds to cover the cost of this construction is incorrect. The RM&R Reserve fund cannot be used to defray the cost of new construction work, consequently, the expense incurred will be taken out of Operating Income.

Sincerely yours,

for M. B. SATTERFIELD
Director, Area C
Region IV

FOR VICTORY
BUY
UNITED STATES
WAR
BONDS
AND
STAMPS

MEMORANDUM ON BETHUNE-COOKMAN VETERANS
HOUSING AUTHORITY

MARCH 15, 1948

Checks issued as follows:

Benjamin J. Mitchell	(Transportation Allowance	$10.00
Benjamin J. Mitchell	(March 1-15 salary)	78.00
Doris E. Francis	(Salary March 1-15)	30.00
Bertha L. Mitchell	(Salary March 1-15)	17.50
Olden J. Latimer	(Salary March 1-15)	60.00
J. A. Davis	(March 1-15) salary	37.50
Watt Fann	(March 1-15)salary	55.00
James E. Huger	(Salary March 1-15)	15.00

HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION

~~NATIONAL HOUSING AGENCY~~

~~FEDERAL PUBLIC HOUSING AUTHORITY~~

~~WASHINGTON~~

Atlanta 3, Georgia

April 5, 1948

In reply please refer to
Area C:JAZ

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

This is with further reference to the construction of fire escapes in the 4 two-story structures of Project Fla-V-8314A, Daytona Beach, Florida.

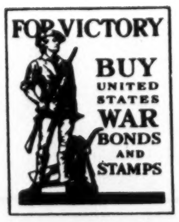
Inasmuch as the records of this office do not indicate receipt of any reply to our last communication on the subject, we are again bringing this matter to your attention.

Your prompt cooperation in submitting the information requested in our letter of February 5 will be appreciated.

Sincerely yours,

M B Satterfield

M. B. SATTERFIELD
Director, Area C
Region IV



June 10, 1948

MEMORANDUM

RE: NEEDED REPAIRS IN THE VETERANS HOUSING PROJECT

(In a meeting held with the veterans June 8, it was discovered that the following repairs are needed in the buildings indicated:)

1 - Pay Telephone in building 10

2 - Unit 12-B Water heater

3 - 6 spray guns for spraying beds

4 - Units 14-D and 14-F - Gas — Water Bowl

5 - Commode in Building 8

6 - Unit 14-D Showers need repairing

ANNUAL FINANCIAL STATEMENT

BETHUNE-COOKMAN VETERANS HOUSING AUTHORITY

PROJECT FLA. V-8314, 8314a

JUNE 30th, 1948

FPHA-621Wx
(6-1-47)

Budget Bureau No. 63-R495.
Approval expires 6-30-48.

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

OPERATING STATEMENT

LOCATION OF PROJECT: Daytona Beach - Florida

CONTRACTING BODY: BETHUNE-COOKMAN COLLEGE

MANAGING BODY: Bethune-Cookman Veterans Housing Authority

FOR Quarter ENDED: June 30, 1948

PROJECT NUMBER: Fla.V-8314,8314a

TYPE OF CONTRACT: ☒ LEASED ☐ OTHER

NUMBER OF UNITS:	PROGRAMED	COMPLETED
FAMILY DWELLING		58
DORMITORY		54
TRAILER (FAMILY)		——
TRAILER (DORMITORY)		——

SETTLEMENT TERMS: Annual

CLASSIFICATION (1)	CURRENT MONTH (2)	CUMULATIVE FISCAL YEAR TO DATE (3)	PUM (4)
1. NUMBER OF UNIT-MONTHS OF AVAILABILITY	336	1,344	
2. INCOME	$ 6,343.96	$ 24,339.00	
3. EXPENSE	5,743.93	21,978.24	
4. NET OPERATING INCOME	$ 600.03	$ 2,360.76	
LESS 5. PRIOR YEARS ADJUSTMENTS			
6. PRIOR YEAR DEFICIT			
7. REIMBURSEMENT OF DEVELOPMENT COSTS			
8. PROVISION FOR RM & R	$ 600.03	$ 2,360.76	
9. ADJUSTED NET INCOME (LOSS)	—— —	—— —	

A. RECONCILIATION OF RESERVE FOR RM & R (Final Report Only)

10. ESTIMATED RM & R EXPENSE	$ 6,322.00
11. ACTUAL RM & R EXPENSE	3,307.65
12. DIFFERENCE	$ 3,014.35
13. PREVIOUS BALANCE IN RM & R RESERVE	3,491.07
14. INCREASE-DECREASE (Net Income)	2,360.76
15. PRESENT BALANCE	$ 5,851.83

B. AMOUNTS DUE AS REIMBURSEMENT OF DEVELOPMENT COSTS

16. TOTAL AMOUNT OF DEVELOPMENT COSTS CLAIMED AS REIMBURSABLE $
17. PREVIOUSLY REIMBURSED $
18. PRESENT DEDUCTION
19. TOTAL REIMBURSEMENT
20. BALANCE $

PREPARED BY:
July 14, 1948 (DATE) Bertha L. Mitchell Secretary-Treas. (NAME AND TITLE)

APPROVED BY:
July 14, 1948 (DATE) (NAME AND TITLE) President

EXHIBIT A

BETHUNE-COOKMAN COLLEGE
VETERANS HOUSING AUTHORITY

Project Fla. V-8314, 8314a

BALANCE SHEET - ADMINISTRATION FUND

June 30, 1948

ASSETS

Cash:			
No. 1112 - First Atlantic National Bank	$ 4,898.83		Schedule E
1117 - Petty Cash to Manager	35.00		
Tenants' Accounts Receivable:			
No. 1122 - Shelter Rent	1,176.00		
1133 - Furniture Rentals	42.00		
TOTAL ASSETS		$ 6,151.83	

LIABILITIES

No. 2210 - Tenants' Security Deposits	$ 300.00	
TOTAL LIABILITIES		$ 300.00

RESERVES

R. M. and R. Reserve (From 1946-47)	$ 3,491.07	
* R. M. and R. Reserve (From 1947-48)	2,360.76	
TOTAL R. M. and R. Reserve		$ 5,851.83
TOTAL LIABILITIES and RESERVES		$ 6,151.83

* **ANALYSIS OF ANNUAL OPERATING SURPLUS TO R. M. and R. RESERVE**

Total INCOME - July 1, 1947 - June 30, 1948 -	$ 24,339.00 -	(See Exhibit B)
Total EXPENSE - July 1, 1947 - June 30, 1948 -	$ 21,978.24	(See Exhibit B)
INCOME exceeded EXPENSE - June 30, 1948 - -	$ 2,360.76	

BETHUNE-COOKMAN COLLEGE
VETERANS HOUSING AUTHORITY
PROJECT FLA.-V-8314-8314a

SCHEDULE I

1112 - CASH

ADMINISTRATION FUND
First Atlantic National Bank - Daytona Beach, **Florida.**

BANK RECONCILIATION

June 30, 1948

Bank Balance - First Atlantic National Bank (As per Statement, June 30, 1948)	$ 5,169.33
Less Outstanding Checks - (As per Schedule A below)	270.50
Cash Balance, July 1, 1948	$ 4,898.83

PROOF OF CASH:

Cash Balance, June 1, 1948	$ 4,198.40
Plus - Cash Receipts - June 1 - 30 (As per Cash Receipts Register)	2,850.06
	7,048.46
Less - Cash Disbursements - June 1 - 30 (As per accounts Payable Voucher Record)	2,149.63
Cash Balance - July 1, 1948	$ 4,898.83

Schedule A - Outstanding Checks:

		Forward -	125.50
No. 464 -	Void	No. 497 -	60.00
" 470 -	Void	" 498 -	Void
" 494 -	78.00	" 499 -	55.00
" 495 -	30.00	" 500 -	15.00
" 496 -	17.50	" 501 -	15.00
Forward -	125.50	Total --	$270.50

Bethune-Cookman College
Veterans Housing Authority
Project Fla V-8314,8314a

EXHIBIT B

INCOME and EXPENSE ANALYSIS at June 30, 1948

(Fiscal Year 1947 - 1948)

Account Number	Budget Estimates as per Project Management Plan Approved by FPHA - 11/25/46			Actual Income and Expense July 1, 1947- June 30, 1948			Increase or (Decrease) of Actual over Estimate
	Dwelling Units	Dorms.	Total	Dwelling Units	Dorms.	Total	
INCOME							
3100 - Dwelling Rent Schedule	$ 16,848.00	$5,832.00	22,680.00	18,137.54	5,838.00	23,975.54	1,295.54
3200 - Dwelling Vacancy Loss	(842.00)	(292.00)	(1,134.00)	(789.14)	(618.60)	(1,407.74)	(273.74)
3330 - Furniture Rental	2,688.00		2,688.00	1,771.20	----	1,771.20	(916.80)
Total - Income	$ 18,694.00	$5,540.00	$24,234.00	$ 19,119.60	$5,219.40	$ 24,339.00	$ 105.00
EXPENSE							
Management (4100)							
4101 - Salary of Manager	1,032.00	840.00	1,872.00	1,032.00	840.00	1,872.00	-----
4102 - Salary of Bookkeeper	420.00	720.00	1,140.00	420.00	720.00	1,140.00	-----
4103 - Legal Expense	70.00	65.00	135.00	------	------	------	(135.00)
4104 - Supplies and Miscell.	209.00	194.00	403.00	109.20	151.29	260.49	(142.51)
Total - Management	1,731.00	1,819.00	3,550.00	1,561.20	1,711.29	3,272.49	(277.51)
Operating Service(4200)							
4201 - Janitorial	968.00	953.00	1,921.00	995.95	981.75	1,977.70	56.70
4202 - Exterminating	104.00	91.00	195.00	168.48	------	168.48	(26.52)
4203 - Garbage & Trash Removal	432.00	-----	432.00	431.52	------	431.52	(.48)
Total - Operating Serv.	1,504.00	1,044.00	2,548.00	1,595.95	981.75	2,577.70	29.70
Dwelling Utilities (4300)							
4301 - Water	1,248.00	348.00	1,596.00	1,263.98	996.15	2,260.13	664.13
4302 - Electricity	1,908.00	912.00	2,820.00	1,542.72	1,046.33	2,589.05	(230.95)
4303 - Gas	2,628.00	------	2,628.00	2,974.62	1,373.12	4,347.74	1,719.74
4304 - Other Fuel (For Heating)	------	752.00	752.00	------	772.63	772.63	20.63
Total - Dwelling Util.	5,784.00	2,012.00	7,796.00	5,781.32	4,188.23	9,969.55	2,173.55
Repairs Maintenance and Replacement (4400)							
4401 - Grounds Maintenance	278.00	45.00	323.00	315.75	38.00	353.75	30.75
4402 - Structures	1,413.00	389.00	1,802.00	779.36	577.25	1,356.61	(445.39)
4403 - Painting	1,441.00	318.00	1,759.00	200.92	60.42	261.34	(1,497.66)
4404 - Plumbing and Gas	376.00	318.00	694.00	203.30	40.06	243.36	(450.64)
4405 - Electrical	118.00	84.00	202.00	11.25	57.63	68.88	(133.12)
4406 - Heating	348.00	130.00	478.00	123.79	156.00	279.79	(198.21)
4407 - Ranges and Refrigerators	341.00	------	341.00	41.37	-----	41.37	(299.63)
4408 - Furniture and Furnishings	278.00	124.00	402.00	300.00	307.25	607.25	205.25
4409 - Other Equipment	209.00	112.00	321.00	95.30	-----	95.30	(225.70)
Total Re M. and R.	4,802.00	1,520.00	6,322.00	2,071.04	1,236.61	3,307.65	(3,014.35)
Housekeeping Services (4600)							
4601 - Salaries and Expense	-----	630.00	630.00	727.50	1,000.35	1,727.85	1,097.85)
Total - Housekeeping Serv.		630.00	630.00	727.50	1,000.35	1,727.85	1,097.85
Fixed Expense (4700)							
4711 - Insurance	106.00	59.00	165.00	10.00	------	10.00	(155.00)
4712 - Rents	870.00	162.00	1,032.00	870.00	162.00	1,032.00	------
Total - Fixed Expense	976.00	221.00	1,197.00	880.00	162.00	1,042.00	(155.00)
Other Expense							
4730 - Collection Losses	168.00	58.00	226.00	81.00	-----	81.00	(145.00)
Total - Other Expense	168.00	58.00	226.00	81.00	-----	81.00	(145.00)
Total Expense - -	$ 14,965.00	$ 7,304.00	$22,269.00	$ 12,698.01	$9,280.23	$21,978.24	(290.76)
Net Income - Annual Surplus	$ 3,729.00	$(1,764.00)	$ 1,965.00	$ 6,421.59	(4,060.83)	$ 2,360.76	395.76

Bethune-Cookman College

PHA-1826-1
7-23-48

RELINQUISHMENT AND TRANSFER UNDER PUBLIC LAW 796
(Including Waiver of Removal Requirements)

Pursuant to the request of Bethune-Cookman College
(Name of educational institution)

dated, September 7, 1948, filed and supported as required by Public Law 796, 80th Congress, approved June 28, 1948, the Housing and Home Finance Administrator hereby relinquishes and transfers, without monetary consideration, to said Institution all contractual rights (including the right to revenues and other proceeds) and all property right, title and interest of the United States in and with respect to the temporary housing located on land owned or controlled by such institution in

Daytona Beach, Florida

and designated as Project No. FLA V-8314 under Contract No.

HA (V-8314) Mph-1 with the United States of America, provided, however, that any net revenues or other proceeds from such housing to which the United States is entitled under said contract shall not cease to accrue to the United States until the end of the month in which this instrument is executed, and the obligation of the Institution to pay such amounts shall not be affected hereby.

No right, title or interest in and to any land held by the United States, or housing located thereon, are relinquished or transferred by this instrument.

The above request filed by the Institution having been supported by resolution of the governing body of the municipality or county having jurisdiction in the area in which the temporary housing is located specifically approving the waiver of the removal requirements of Section 313 of the Lanham Act (Public Law 849, 76th Congress, as amended(, the provisions of that Section and the contractual obligations of the Institution to the Federal Government with respect thereto are hereby terminated and shall cease to apply to said temporary housing.

This 20th day of September, 1948.

HOUSING AND HOME FINANCE ADMINISTRATOR

By ______________________
Director, Region IV
Public Housing Administration

Bethune Cookman College

PHA-1826-1
7-23-48

IV-87

RELINQUISHMENT AND TRANSFER UNDER PUBLIC LAW 796

(Including Waiver of Removal Requirements)

Pursuant to the request of **Bethune Cookman College** (name of educational institution) ________, dated **September 7**, 1948, filed and supported as required by Public Law 796, 80th Congress, approved June 28, 1948, the Housing and Home Finance Administrator hereby relinquishes and transfers, without monetary consideration, to said Institution all contractual rights (including the right to revenues and other proceeds) and all property right, title and interest of the United States in and with respect to the temporary housing located on land owned or controlled by such institution in

Daytona Beach, Florida

and designated as Project No. **FLA V-8314** under Contract No. **HA (V-8314)Mph-1** with the United States of America, provided, however, that any net revenues or other proceeds from such housing to which the United States is entitled under said contract shall not cease to accrue to the United States until the end of the month in which this instrument is executed, and the obligation of the Institution to pay such amounts shall not be affected hereby.

No right, title or interest in and to any land held by the United States, or housing located thereon, are relinquished or transferred by this instrument.

The above request filed by the Institution having been supported by resolution of the governing body of the municipality or county having jurisdiction in the area in which the temporary housing is located specifically approving the waiver of the removal requirements of Section 313 of the Lanham Act (Public Law 849, 76th Congress, as amended), the provisions of that Section and the contractual obligations of the Institution to the Federal Government with respect thereto are hereby terminated and shall cease to apply to said temporary housing.

This 20th day of Sept., 1948.

HOUSING AND HOME FINANCE ADMINISTRATOR

By John P. Broome
Director, Region **IV**,
Public Housing Administration

HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION

Atlanta 3, Georgia

September 21, 1948

In reply please refer to
Area C:JAZ

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

Your request for relinquishment and transfer of the Government's interest in Project FLA V-8314, dated September 7, 1948, has been approved. We are enclosing for your files and information one copy of Form PHA-1826-1, "Relinquishment and Transfer Under Public Law 796, "dated September 20, 1948, duly executed on behalf of the Government.

Please note that the relinquishment document provides that any net revenue or othr proceeds from such housing to which the United States is entitled under said contract shall not cease to accrue to the United States until the end of the month in which this instrument is executed, and the obligation of the Bethune-Cookman College to pay such amounts shall not be affected by its execution. This is, as you know, in accordance with the provisions of the so-called McGregor Act "Public Law 796, 80th Congress).

In order to effect final settlement with this Administration you should submit within thirty days after the end of the month in which relinquishment and transfer of the project has been executed, an Operating Statement, Form PHA-621Wx, covering the period from July 1, 1948 through September 30, 1948. Such Operating Statement should be accompanied by a check or money order payable to the order of the Treasurer of the United States in the amount due this Administration.

It is recommended that all of the books and records relating to the performance of the contract for the management and operation of the project be preserved in such a manner so as to be readily accessible for such subsequent audits as the Public Housing Administration may determine to make for the period of operation up to and including the effective date of relinquishment of the Government's interest in the project.

Sincerely yours,

M. B. Satterfield
Director, Area A/C

Enclosure

[redacted]

Files
Euclid Cooper

HOUSING AND HOME FINANCE AGENCY
PUBLIC HOUSING ADMINISTRATION

~~NATIONAL HOUSING AGENCY~~

~~FEDERAL PUBLIC HOUSING AUTHORITY~~

~~WASHINGTON~~
Atlanta 3, Georgia

September 21, 1948

In reply please refer to
Area C:JAZ

Mr. Richard V. Moore, President
Bethune Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

Your request for relinquishment and transfer of the Government's interest in Project FLA V-8314, dated September 7, 1948, has been approved. We are enclosing for your files and information one copy of Form PHA-1826-1, "Relinquishment and Transfer Under Public Law 796," dated September 20, 1948, duly executed on behalf of the Government.

Please note that the relinquishment document provides that any net revenue or other proceeds from such housing to which the United States is entitled under said contract shall not cease to accrue to the United States until the end of the month in which this instrument is executed, and the obligation of the Bethune Cookman College to pay such amounts shall not be affected by its execution. This is, as you know, in accordance with the provisions of the so-called McGregor Act (Public Law 796, 80th Congress).

In order to effect final settlement with this Administration you should submit within thirty days after the end of the month in which relinquishment and transfer of the project has been executed, an Operating Statement, Form PHA-621Wx, covering the period from July 1, 1948 through September 30, 1948. Such Operating Statement should be accompanied by a check or money order payable to the order of the Treasurer of the United States in the amount due this Administration.

It is recommended that all of the books and records relating to the performance of the contract for the management and operation of the project be preserved in such a manner so as to be readily accessible for such subsequent audits as the Public Housing Administration may determine to make for the

FOR VICTORY
BUY
UNITED STATES SAVINGS BONDS AND STAMPS

period of operation up to and including the effective date of relinquishment of the Government's interest in the project.

Sincerely yours,

M B Satterfield

M. B. SATTERFIELD
Director, Area C

Enclosure

September 28, 1948

Mr. M. B. Satterfield
Director, Area C
Public Housing Administration
Atlanta 3, Georgia

Ref: - AreaC:JAZ

Dear Mr. Satterfield:

Thank you for your communication of September 21, informing us that our request for relinquishment and transfer of the Government's interest in Project Fla.V-8314, has been approved. We have noted carefully Form PHA 1826-1, "Relinquishment and Transfer under Public Law 796," executed on behalf of the Government September 20, 1948.

We shall submit, thirty days after September 30, 1948, an Operating Statement, Form PHA 621Wx, for the period July 1, 1948 through September 30, 1948.

It is our interpretation, according to Amendment No. 2, Contract HA(V-8314)mph-1, that we are to send with the final operating statement check for the balance of the RM&R Reserve, together with net operating income for the first quarter of this fiscal year.

The expense for Repairs, Maintenance and Replacements has been heavy in this quarter. Should the total of this expense exceed the quarterly estimate (one-fourth of the annual estimate for RM&R) as approved by the Project Management Plan, is it permissable to draw on the Reserve for the excess expense in this quarter?

Please transmit to us, for accounting and reporting purposes, statement of the capital value of the buildings transferred to the College; and information concerning fire or other insurance coverage of the structures.

All books and records of accounting, management and operation of the Project are, and will be kept intact, according to your instructions.

On behalf of the College Boards and the Administration, may I express sincere gratitude to Public Housing Administration for the valuable contribution which they have made to Bethune-Cookman College.

Very truly yours,

Richard V. Moore

BEST AVAILABLE COPY

FPHA-621Wx
(6-1-47)

Budget Bureau No. 63-R495.
Approval expires 6-30-48.

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

OPERATING STATEMENT

LOCATION OF PROJECT
Daytona Beach, Florida

CONTRACTING BODY
BETHUNE-COOKMAN COLLEGE

MANAGING BODY
Bethune-Cookman Veterans Housing Authority

FOR Quarter ENDED: Sept. 30, 1948
PROJECT NUMBER: Fla.V-8314,8314a
TYPE OF CONTRACT: ☒ LEASED ☐ OTHER

NUMBER OF UNITS:	PROGRAMED	COMPLETED
FAMILY DWELLING		58
DORMITORY		54
TRAILER (FAMILY)		———
TRAILER (DORMITORY)		———
SETTLEMENT TERMS		Annual

CLASSIFICATION (1)	CURRENT ~~M~~ Quarter (2)	CUMULATIVE FISCAL YEAR TO DATE (3)	PUM (4)
1. NUMBER OF UNIT-MONTHS OF AVAILABILITY 112 x 3 mos.	336	336	
2. INCOME	$5,835.66	$5,835.66	
3. EXPENSE	5,513.02	5,513.02	
4. NET OPERATING INCOME	322.64	322.64	
LESS 5. PRIOR YEARS ADJUSTMENTS			
6. PRIOR YEAR DEFICIT			
7. REIMBURSEMENT OF DEVELOPMENT COSTS			
8. PROVISION FOR RM & R	322.64	322.64	
9. ADJUSTED NET INCOME (LOSS)	—— —	—— —	

A. RECONCILIATION OF RESERVE FOR RM & R (Final Report Only)

10. ESTIMATED RM & R EXPENSE 1/4 of yr.	$ 1,581.30
11. ACTUAL RM & R EXPENSE	1,235.25
12. DIFFERENCE	346.05
13. PREVIOUS BALANCE IN RM & R RESERVE	5,851.83
14. INCREASE (Item 4 above)	322.64
15. PRESENT BALANCE	$ 6,174.47

B. AMOUNTS DUE AS REIMBURSEMENT OF DEVELOPMENT COSTS

16. TOTAL AMOUNT OF DEVELOPMENT COSTS CLAIMED AS REIMBURSABLE $
17. PREVIOUSLY REIMBURSED $
18. PRESENT DEDUCTION
19. TOTAL REIMBURSEMENT
20. BALANCE $

PREPARED BY:
10/20/48 Secty-Treas.
(DATE) (NAME AND TITLE)

APPROVED BY:
10/20/48 Richard V. Moore President
(DATE) (NAME AND TITLE)

U. S. GOVERNMENT PRINTING OFFICE 16—52363-1

BETHUNE-COOKMAN VETERANS HOUSING AUTHORITY Project Fla.V-8314,8314a

Daytona Beach, Florida

BALANCE SHEET - ADMINISTRATION FUND - SEPTEMBER 30, 1948

ASSETS

CASH:		
A/c No. 1112 - First Atlantic National Bank	$ 4,621.22	
1117 - Petty Cash to Manager	35.00	
TENANTS ACCOUNTS RECEIVABLE:		
1122 - Shelter Rent	1,789.75	
1133 - Furniture Rentals	56.50	
TOTAL ASSETS		$6,502.47

LIABILITIES

2210 - Tenants Security Deposits	$ 328.00	
TOTAL LIABILITIES		$ 328.00

RESERVES

R.M. & R. Reserve - 1947-48	$5,581.83	
R.M. & R. Reserve - quarter ending September 30, 1948	322.64	
TOTAL RESERVES		$6,174.47
TOTAL LIABILITIES AND RESERVES		$6,502.47

ANALYSIS OF NET OPERATING INOME TO R. M. & R. RESERVE

	-July-	-August-	-September-	-TOTAL-
INCOME	$1,919.63	$1,797.22	$2,118.91	$5,835.66
EXPENSE	1,773.49	1,657.80	2,081.73	5,513.02
NET INCOME	$ 146.04	$ 139.42	$ 37.18	$ 322.64

Bethune-Cookman College
Veterans Housing Authority
Daytona Beach, Florida

BALANCE SHEET

ADMINISTRATION FUND

For Quarter Ended March 31, 1949

ASSETS				
Acct. No.				
CASH:				
1112 - First Atlantic National Bank		$ 993.16		
1117 - Petty Cash to Manager		35.00		
TENANTS ACCOUNTS RECEIVABLE:				
1122 - Shelter Rent:				
Dwelling Units	$1,351.50			
Dormitory Units	990.00	2,351.50		Schedule A
1133 - Furniture Rentals		110.00		
NOTES RECEIVABLE:				
1144 - Bethune-Cookman Operating Account		4,500.00		
TOTAL ASSETS			$ 7,989.66	
LIABILITIES, RESERVES, SURPLUS				
LIABILITIES:				
2210 - Tenants Security Deposits		$ 352.00		
RESERVES:				
R. M. and R. Reserve-'46-'47-	$3,491.07			
R. M. and R. Reserve-'47-'48-	2,360.76			
R. M. and R. Reserve, for Quarter ended 9/30/48	322.64			
		6,174.47		
SURPLUS:				
NET OPERATING INCOME- Oct.1-Mar.31, 1949		1,463.19		Schedule B
TOTAL LIABILITIES, RESERVES, SURPLUS			$ 7,989.66	

Bethune-Cookman Veterans Housing Authority
Daytona Beach, Florida

Schedule A

March 31, 1949

TENANTS ACCOUNTS RECEIVABLE

NAME OF TENANT	UNIT NO.	SHELTER RENT DWELLING UNITS	FURNITURE RENTALS	TOTAL
1. J. L. Clark	1A	$ --	$ --	$ --
2. Arthur Reynolds	1B	27.00	4.00	31.00
3. Noah B. Gaines	1C	--	--	--
4. Veterans Advisement Center	2A	60.00	--	60.00
5. Arthur Jones	2B	--	--	--
6. S. L. Perkins	2B	--	--	--
Samuel Collins (Moved)	2B	49.50	11.00	60.50
7. George McLendon, Jr.	2C	--	--	--
8. Chester Reddick	2D	66.00	18.00	84.00
9. Willie Thomas	3A	--	--	--
10 Garrett Goodwin (Moved)	3B	--	--	--
11 Dennis Wilson	3B	--	--	--
12 Buford Fennell	3C	--	--	--
13 Evet Fennell	3C	--	--	--
14 C. Leroy Hacker	3D	31.50	--	31.50
15. Tansy Purcell	4A	--	--	--
16 Nathan Lewis	4B	11.50	3.00	14.50
17 Willie Cole	4B	--	--	--
18 Gilbert Miller	4C	--	--	--
19 John W. Moon	4D	27.00	16.00	43.00
20 Quilly McHardy	5A	--	--	--
21 Thomas Welch	5A	31.50	6.00	37.50
22 Lonnie Wood	5B	--	--	--
23 Nathaniel Robinson	5B	--	--	--
24 Alexander Valentine	5C	31.50	--	31.50
25 William DuBose	5D	--	--	--
26 Cornelious Franklin	6A	--	--	--
E. W. Montgomery (Moved)	6A	65.00	--	65.00
27 Bennie Boswell	6B	10.00	--	10.00
28 T. Z. Banks (Moved)	6C	1.50	4.00	5.50
29 Herbert Jackson	7A	--	--	--
30 James McMillon	7B	--	--	--
31 Andrew Mickle	7C	--	--	--
32 Rufus Johnson	7D	10.00	--	10.00
33 Purcell Perry	9A	--	--	--
34 Rudolph Matthews	9B	--	--	--
35 Robert S. Bennett	9C	--	--	--
36 Cecil McGregor	9D	--	--	--
37 Rudolph Johnson	9E	--	--	--
38 Estavan Munnings	9F	112.00	36.00	148.00
39 James A. Davis	9G	31.50	--	31.50
40 Edward K. Anderson	9H	--	--	--
41 Marscean Roberts	11A	9.00	6.00	15.00
42 Robert Acosta	11B	40.00	--	40.00
CARRIED FORWARD		$ 614.50	$104.00	$ 718.50

Schedule A

March 31, 1949

TENANTS ACCOUNTS RECEIVABLE

NAME OF TENANT	UNIT NO.	SHELTER RENT DWELLING UNITS	FURNITURE RENTALS	TOTAL
Brought Forward		$ 614.50	$ 104.00	$ 718.50
43 Lowry G. Wright	11C	--	--	--
44 Nathaniel Davis	11D	--	--	--
45 James Golden	11E	--	--	--
46 Ernest C. Cook	11F	--	--	--
47 Ulysses Baldwin	11F	--	--	--
48 Obediah Green	11G	27.00	6.00	33.00
49 Rufus Young	11H	--	--	--
50 Richard Brown	12A	--	--	--
51 Male Students	12B	48.00	--	48.00
52 Male Students	12C	48.00	--	48.00
53 Male Students	12D	48.00	--	48.00
54 Male Students	12E	48.00	--	48.00
55 Male Students	12F	48.00	--	48.00
56 Male Students	12G	48.00	--	48.00
57 Male Students	12H	48.00	--	48.00
58 Male Students	14A	48.00	--	48.00
59 Male Students	14B	48.00	--	48.00
60 Male Students	14C	48.00	--	48.00
61 Male Students	14D	48.00	--	48.00
62 Male Students	14E	48.00	--	48.00
63 Male Students	14F	48.00	--	48.00
64 Male Students	14G	48.00	--	48.00
65 Male Students	14H	48.00	--	48.00
TOTAL TENANTS ACCOUNTS RECEIVABLE:				
SHELTER RENT (Dwelling Units)		$1,361.50		
FURNITURE RENTALS			$ 110.00	
TOTAL				$1,471.50

DORMITORY UNITS	BUILDING NUMBER	UNITS NUMBER	SHELTER RENT	TOTAL
1. Male Students	8	A, B, C, D	$144.00(36.00 each)	$144.00
2. Male Students	8	E, F, G, H	144.00(36.00 each)	144.00
3. Male Students	10	A, B, C, D,	144.00(36.00 each)	144.00
4. Male Students	10	E, F, G, H,	144.00(36.00 each)	144.00
5. Male Students	10	I, J,	72.00(36.00 each)	72.00
6. Male Students	10	K	54.00	54.00
7. Male Students	10	L, M, N, O	144.00(36.00 each)	144.00
8. Male Students	10	P, Q, R, S	144.00(36.00 each)	144.00
TOTAL TENANTS ACCOUNTS RECEIVABLE:				
SHELTER RENT (Dormitory Units)				$990.00

Bethune-Cookman College
Veterans Housing Authority
Daytona Beach, Florida

Schedule B

INCOME AND EXPENSE STATEMENT
March 31, 1949

		Management Plan BUDGET (Annual)	ACTUAL INCOME EXPENSE (to 3/31)	BALANCE UNREALIZED UNEXPENDED
INCOME				
Acct. No.				
3100	Dwelling Rent Schedule	$ 22,680.00	$17,841.40	$ 4,838.60
3200	Dwelling Vacancy Loss	(1,134.00)	(883.15)	(250.85)
3330	Furniture Rent Schedule	2,688.00	1,490.23	1,197.77
TOTAL INCOME		$ 24,234.00	$18,448.48	$ 5,785.52
EXPENSE				
4100 - MANAGEMENT				
4101	Salary of Manager	$ 1,872.00	$ 1,404.00	$ 468.00
4102	Salaries of Bookkeepers	1,140.00	855.00	285.00
4103	Legal Expense	135.00	--	135.00
4104	Supplies and Miscellaneous	403.00	296.36	106.64
TOTAL - MANAGEMENT		$ 3,550.00	$ 2,555.36	$ 994.64
4200 - OPERATING SERVICE				
4201	Janitorial	$ 1,921.00	$ 1,524.95	$ 396.05
4202	Exterminating	195.00	179.91	15.09
4203	Garbage and Trash Remov.	432.00	323.64	108.36
TOTAL - OPERATING SERVICE		$ 2,548.00	$ 2,028.50	$ 519.50
4300 - DWELLING UTILITIES				
4301	Water	$ 1,596.00	$ 2,199.50	$ (603.50)
4302	Electricity	2,820.00	2,145.65	674.35
4303	Gas	2,628.00	3,597.83	(969.83)
4304	Other Fuel (Heating)	752.00	12.65	739.35
TOTAL - DWELLING UTILITIES		$ 7,796.00	$ 7,955.63	$ (159.63)

Bethune-Cookman College
Veterans Housing Authority
Daytona Beach, Florida

Schedule B
(Continued)

INCOME AND EXPENSE STATEMENT
March 31, 1949

	Management Plan BUDGET (Annual)	ACTUAL INCOME EXPENSE (to 3/31)	BALANCE UNREALIZED UNEXPENDED
EXPENSE (Continued)			
Acct. No.			
4400 - REPAIRS, MAINTENANCE, REPLACEMENTS			
4401 Grounds Maintenance	$ 323.00	$ 239.09	$ 83.91
4402 Structures	1,802.00	473.45	1,328.55
4403 Painting	1,759.00	437.08	1,321.92
4404 Plumbing and Gas	694.00	300.65	393.35
4405 Electrical	202.00	35.65	166.35
4406 Heating	478.00	47.52	430.48
4407 Ranges and Refrigerators	341.00	212.54	128.46
4408 Furniture and Furnishings	402.00	266.43	135.57
4409 Other Equipment	321.00	478.00	(157.00)
TOTAL - REPAIRS, MAINTENANCE, REPLACE.	$ 6,322.00	$ 2,490.41	$ 3,831.59
4600-HOUSEKEEPING SERVICE			
4601 Salaries and Expense	$ 630.00	$ 1,365.00	$ (735.00)
TOTAL - HOUSEKEEPING SERVICE	$ 630.00	$ 1,365.00	$ (735.00)
4700-FIXED EXPENSE-OTHER EXPENSE			
4711 Insurance	$ 165.00	$ 9.75	$ 155.25
4712 Rents	1,032.00	258.00	774.00
TOTAL - FIXED EXPENSE	$ 1,197.00	$ 267.75	$ 929.25
OTHER EXPENSE			
4730 Collection Losses	$ 226.00	$ --	$ 226.00
4791 Provision for RM & R Reserve	--	322.64	(322.64)
TOTAL - OTHER EXPENSE	$ 226.00	$ 322.64	$ (96.64)
TOTAL EXPENSE	$22,269.00	$16,985.29	$ 5,283.71

RECAPITULATION

TOTAL INCOME	$18,448.48
TOTAL EXPENSE	16,985.29
OPERATING SURPLUS	$ 1,463.19

Bethune-Cookman College
Veterans Housing Project

QUARTERLY OCCUPANCY REPORT
FOR QUARTER ENDING 3/31/49

UNIT NUMBER	TYPE	OCCUPIED BY:	STATUS OF OCCUPANT	SPACE PROVISION MAXIMUM	SPACE NOW USED FOR
1-A	1 Br. Dwelling	Family	Faculty	1 Family	1 Family
1-B	1 Br. Dwelling	Family	Faculty	1 Family	1 Family
1-C	1 Br. Dwelling	Family	Vet. Official	1 Family	1 Family
2-A	3 Br. Dwelling	Agency	Vet. Guidance Center		
2-B	2 Br. Dwelling	Family	Married Vets.	2 Family	2 Family
2-C	2 Br. Dwelling	Family	Married Vet. 2 Children	1 Family	1 Family
2-D	2 Br. Dwelling	Family	Married Vet. 2 Children	1 Family	1 Family
3-A	2 Br. Dwelling	Family	Married Vet 1 Child	1 Family	1 Family
3-B	2 Br. Dwelling	Family	2 Married Vets.	2 Family	1 Family
3-C	2 Br. Dwelling	Family	2 Married Vets.	2 Family	2 Family
3-D	3 Br. Dwelling	Faculty	Faculty - 3 Child.	1 Family	1 Family
4-A	3 Br. Dwelling	Family	Faculty-3 Child.	1 Family	1 Family
4-B	2 Br. Dwelling	Family	2 Vets. who have completed train.	2 Family	2 Family
4-C	2 Br. Dwelling	Family	Vet. Students & Family - 1 Child.	1 Family	1 Family
4-D	2 Br. Dwelling	Family	2 Vets. who have completed train.	2 Family	2 Family
5-A	2 Br. Dwelling	Family	2 Vet. Students	2 Family	2 Family
5-B	2 Br. Dwelling	Family	2 Vet. Students	2 Family	2 Family
5-C	2 Br. Dwelling	Family	Faculty (one)	2 Family	1 Family
5-D	3 Br. Dwelling	Family	Faculty	2 Family	1 Family

Bethune-Cookman College
Veterans Housing Project

QUARTERLY OCCUPANCY REPORT
FOR QUARTER ENDING 3/31/49

UNIT NUMBER	TYPE	OCCUPIED BY:	STATUS OF OCCUPANT	SPACE PROVISION MAXIMUM	SPACE NOW USED FOR
6-A	1 Br. Dwelling	Family	Faculty Member on leave	1 Family	1 Family
6-B	1 Br. Dwelling	Family	Vet. who has completed train.	1 Family	1 Family
6-C	1 Br. Dwelling	Family	Faculty	1 Family	1 Family
7-A	2 Br. Dwelling	Family	Vet. Student 3 Children	1 Family	1 Family
7-B	2 Br. Dwelling	Family	Vet. Student 1 Child	1 Family	1 Family
7-C	2 Br. Dwelling	Family	Vet. Student 2 Children	1 Family	1 Family
7-D	3 Br. Dwelling	Family	Vet. Student 3 Children	2 Family	1 Family
Bldg.-8	24 Space Dormitory	Students	Single Vets.	24	23
9-A	2 Br. Dwelling	Family	Vet. Student 1 Child	2 Family	1 Family
9-B	2 Br. Dwelling	Family	Faculty	2 Family	1 Family
9-C	2 Br. Dwelling	Family	Vet. who has completed train.	2 Family	1 Family
9-D	2 Br. Dwelling	Family	Vet. Student 2 Children	1 Family	1 Family
9-E	2 Br. Dwelling	Family	Vet. Student 1 Child	2 Family	2 Family
9-F	2 Br. Dwelling	Family	Vet. who has completed 3 Children	2 Family	1 Family
9-G	2 Br. Dwelling	Family	Faculty	2 Family	1 Family
9-H	2 Br. Dwelling	Family	Non-Student Veteran	2 Family	1 Family
Bldg. 10	57 Space Dormitory	Students	Students	57	60

Bethune-Cookman College
Veterans Housing Project

QUARTERLY OCCUPANCY REPORT
FOR QUARTER ENDING 3/31/49

UNIT NUMBER	TYPE	OCCUPIED BY:	STATUS OF OCCUPANT	SPACE PROVISION MAXIMUM	SPACE NOW USED FOR
11-A	2 Br. Dwelling	Family	Non-student Vet.	2 Family	1 Family
11-B	2 Br. Dwelling	Family	Vet. Student	2 Family	1 Family
11-C	2 Br. Dwelling	Family	Faculty	2 Family	1 Family
11-D	2 Br. Dwelling	Family	Vet. Student 1 Child	2 Family	1 Family
11-E	2 Br. Dwelling	Family	Vet. Student 1 Child	2 Family	1 Family
11-F	2 Br. Dwelling	Family	Vet. Students	2 Family	2 Family
11-G	2 Br. Dwelling	Family	Vet. Student 1 Child	2 Family	1 Family
11-H	2 Br. Dwelling	Family	Vet Student 1 Child	2 Family	1 Family
12-A	2 Br. Dwelling	Family	Dean of Men	2 Family	1 Family
12-B to 12-H	36 Space Dormitory	Students	Students	36	44
Bldg. 14	57 Space Dormitory	Students	Students	57	69

Bethune-Cookman College Veterans Housing Authority
Daytona Beach, Florida

Schedule A

April 30, 1949

TENANTS ACCOUNTS RECEIVABLE

NAME OF TENANT	UNIT NO.	SHELTER RENT DWELLING UNITS	FURNITURE RENTALS	TOTAL
1. J. L. Clark	1A	$ --	$ --	$ --
2. Arthur Reynolds	1B	27.00	4.00	31.00
3. Noah B. Gaines	1C	27.00	4.00	31.00
4. Veterans Advisement Center	2A	60.00	--	60.00
5. Arthur Jones	2B	--	--	--
6. S. L. Perkins	2B	--	--	--
Samuel Collins (Moved)	2B	49.50	11.00	60.50
7. George McLendon, Jr.	2C	--	--	--
8. Chester Reddick	2D	44.00	12.00	56.00
9. Willie Thomas	3A	--	--	--
10. Patrick M. Newkirk	3B	--	--	--
11. Dennis Wilson	3B	--	--	--
12. Buford Fennell	3C	--	--	--
13. Evet Fennell	3C	--	--	--
14. C. Leroy Hacker	3D	31.50	--	31.50
15. Tansy Purcell	4A	--	--	--
16. Nathan Lewis	4B	--	--	--
17. Willie Cole	4B	--	--	--
18. Gilbert Miller	4C	--	--	--
19. John W. Moon	4D	27.00	6.00	33.00
20. Quilly McHardy	5A	--	00	--
21. Thomas Welch	5A	--	--	--
22. Lonnie Wood	5B	--	--	--
23. Nathaniel Robinson	5B	--	--	--
24. Alexander Valentine	5C	31.50	--	31.50
25. William DuBose	5D	--	--	--
26. Cornelious Franklin	6A	--	--	--
E. W. Montgomery (Moved)	6A	65.00	--	65.00
27. Bennie Boswell	6B	--	--	--
28. Grant Hopkins	6C	--	--	--
29. Herbert Jackson	7A	--	--	--
30. James McMillon	7B	--	--	--
31. Andrew Mickle	7C	--	--	--
32. Rufus Johnson	7D	27.00	- -	27.00
33. Purcell Perry	9A	--	--	--
34. Rudolph Matthews	9B	--	--	--
35. Robert S. Bennett	9C	--	--	--
36. Cecil McGregor	9D	--	--	--
37. Rudolph Johnson	9E	--	--	--
38. Estaven Munnings	9F	106.00	30.00	136.00
39. James A. Davis	9G	31.50	--	31.50
40. Edward K. Anderson	9H	--	--	--
41. Marscean Roberts	11A	25.00	6.00	31.00
42. Robert Acosta	11B	40.00	--	40.00
CARRY FORWARD		$ 592.00	$ 73.00	$665.00

April 30, 1949

TENANTS ACCOUNTS RECEIVABLE

NAME OF TENANT	UNIT NO.	SHELTER RENT DWELLING UNITS	FURNITURE RENTALS	TOTAL
Brought Forward		$ 592.00	$ 73.00	$ 665.00
43. Lowry G. Wright	11C	--	--	--
44. Nathaniel Davis	11D	--	--	--
45. James Golden	11E	--	--	--
46. Ernest C. Cook	11F	--	--	--
47. Ulysses Baldwin	11F	--	--	--
48. Obediah Green	11G	27.00	6.00	33.00
49. Rufus Young	11H	--	--	--
50. Richard Brown	12A	24.00	--	24.00
51. Male Students	12B	48.00	--	48.00
52. Male Students	12C	48.00	--	48.00
53. Male Students	12D	48.00	--	48.00
54. Male Students	12E	48.00	--	48.00
55. Male Students	12F	48.00	--	48.00
56. Male Students	12G	48.00	--	48.00
57. Male Students	12H	48.00	--	48.00
58. Male Students	14A	48.00	--	48.00
59. Male Students	14B	48.00	--	48.00
60. Male Students	14C	48.00	--	48.00
61. Male Students	14D	48.00	--	48.00
62. Male Students	14E	48.00	--	48.00
63. Male Students	14F	48.00	--	48.00
64. Male Students	14G	48.00	--	48.00
65. Male Students	14H	48.00	--	48.00
TOTAL TENANTS ACCOUNTS RECEIVABLE:				
SHELTER RENT (Dwelling Units)		$1,363.00		
FURNITURE RENTALS			$ 79.00	
TOTAL				$1,442.00

DORMITORY UNITS	BLDG. NUMBER	UNITS NUMBER	SHELTER RENT	TOTAL
1. Male Students	8	A,B,C,D	$144.00(36.00 each)	$144.00
2. Male Students	8	E,F,G,H	144.00(36.00 each)	144.00
3. Male Students	10	A,B,C,D	144.00(36.00 each)	144.00
4. Male Students	10	E,F,G,H	144.00(36.00 each)	144.00
5. Male Students	10	I,J	72.00(36.00 each)	72.00
6. Male Students	10	K	54.00(	54.00
7. Male Students	10	L,M,N,O	144.00(36.00 each)	144.00
8. Male Students	10	P,Q,R,S	144.00(36.00 each)	144.00
TOTAL TENANTS ACCOUNTS RECEIVABLE:				
SHELTER RENT (Dormitory Units)				$990.00

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

RICHARD V. MOORE, President

MARY McLEOD BETHUNE
Founder President-Emeritus

MATTHEW S. DAVAGE
Chairman, Trustee Board

HERBERT M. DAVIDSON
Chairman, Executive Committee
of the Trustee Board

BERTHA L. MITCHELL
Secretary-Treasurer

Office of the President

June 3, 1949

HOUSING UNITS VACATED MAY 31, 1949 , being prepared for re-occupancy JUNE 10, 1949:

1-C - formerly occupied by Noah Gaines - 1-Bedroom unit

9-F - formerly occupied by E. Munnings- 2-Bedroom unit
Mr. & Mrs Wright

9-H - formerly occupied by E. Anderson- 2-Bedroom unit

UNIT VACATED MAY 31, 1949, rented to George C. Mosley, Student - family of wife and 2 small children - URGENT CASE:

11-A - formerly occupied by M. Roberts - 2 Bedroom unit

TIME OF OCCUPANCY EXTENDED TO FOLLOWING, HOUSES TO BE VACATED JUNE 15, 1949:

3-C - Buford and Evit Fennell - - - - - 2 Bedroom Unit

4-B - Willie Cole - - - - - - - - - - 2 Bedroom Unit

4-D - John Moon - - - - - - - - - - - 2 Bedroom Unit

UNITS TO BE VACATED JUNE 30, 1949:

9-C - Occupied by Robert Bennett - - - 2 Bedroom Unit

2-A - Veterans Advisement Center - - - 3 Bedroom Unit
(President Moore to advise)

SUGGESTED THAT NOTICE BE SENT TO Rudolph Matthews, to vacate immediately - Occupying Unit 9-B - no family —BLM
2-Bedroom Unit

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

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Secretary-Treasurer

Office of the President

June 3, 1949

HOUSING RENTAL INCREASES (TO COVER INCREASED COSTS OF UTILITIES) TO GO INTO EFFECT July 1, 1949:

1-Bedroom Units - FACULTY - From $27.00 to $28.00 per mo.

1-Bedroom Units - STUDENTS -From $22.00 to $24.00 per mo.

- - - -

2-Bedroom Units - FACULTY - From $31.50 to $33.00 per mo.

2-Bedroom Units - STUDENTS (when occupied by two families)

From $31.50 to $32.00 per mo.

2-Bedroom Units - STUDENTS - (when occupied by one family,
(with 2 or more children)

From $22.00 to $24.00 per mo.

- - - -

3-Bedroom Units - FACULTY - From $31.50 to $33.60 per mo.
(There are only two of these Units - occupied by
(Purcell and Hacker families
3-Bedroom Units - STUDENTS - From $27.00 to $30.00 per mo.
(There is only one occupied by a student -
(Rufus Johnson, with wife and 3 children
3-Bedroom Unit - OCCUPIED BY ADVISEMENT CENTER -
NO RENTAL CHANGE SUGGESTED AS THIS
UNIT SHOULD BE VACATED FOR A FAMILY.

FINAL FINANCIAL REPORT

of

BETHUNE-COOKMAN COLLEGE
HOUSING PROJECT
Daytona Beach - Florida

at

JUNE 30, 1949

Bertha L. Mitchell,
Secretary-Treasurer.

Bethune-Cookman College
Housing Project
Daytona Beach, Florida

BALANCE SHEET

at
June 30, 1949

ASSETS:				
1112 - Cash, First Atlantic National Bank		$ 354.20		Schedule A
1117 - Petty Cash to Manager		35.00		
1122 - Tenants Accounts Receivable:				Schedule B
Shelter Rent - D. U. -	$ 173.05			
Shelter Rent - Dorms.	486.00			
	659.05			
1133 Furniture Rentals	26.60	685.65		
TOTAL ASSETS			$1,074.85	
LIABILITIES AND RESERVES:				
Liabilities:				
2210 - Tenants Security Deposits		$ 333.00		Schedule C
Reserves:				
NET INCOME - Reserve from 1946-47 -	$3,491.07			
NET INCOME - Réserve from 1947-48-	2,360.76			
NET INCOME - Reserve from 1948-49 -	1,275.02			
	$7,126.85			
Less Amounts Transferred to Bethune Cookman Operating Account during 1948-49 - - - - - - - - - - - - - -	6,385.00			
Balance of RESERVE - - - - - - - - - - - - - - - -		$ 741.85		
TOTAL LIABILITIES AND RESERVE			$1,074.85	

Bethune-Cookman College
Housing Project
Daytona Beach, Florida

STATEMENT OF INCOME AND EXPENSE

at

June 30, 1949

INCOME:			
3100	Dwelling Rent Schedule	$23,775.34	
3200	Dwelling Vacancy Loss	(1,160.37)	
3330	Furniture Rent Schedule	1,986.83	
	TOTAL INCOME		$24,601.30
EXPENSE:			
4100	Management	$ 3,339.76	
4200	Operating Service	2,673.50	
4300	Dwelling Utilities	11,532.76	
4400	Repairs, Maintenance, Replacements	3,424.01	
4600	Housekeeping Service	1,797.00	
4700	Fixed Expense	267.75	
4730	Collection Losses	291.50 - Schedule D	
	TOTAL EXPENSE		$ 23,326.28
OPERATING SURPLUS - July 1, 1948-June 30, 1949 to R M & R RESERVE			1,275.02
			$24,601.30

Schedule A

BETHUNE-COOKMAN COLLEGE
VETERANS HOUSING AUTHORITY
Project Fla. V-8314,8314a

June 30, 1949

BANK RECONCILIATION

CASH BALANCE, as per Statement	$ 1,135.34
Plus July 1, 1949 Deposit of Balance of June Receipts	150.00
	$ 1,285.34
Less Outstanding Checks	931.14
CASH BALANCE - July 1, 1949	$ 354.20

PROOF OF CASH

CASH BALANCE, June 1, 1949	$ 1,444.61
Plus June Receipts, as per Cash Receipts Journal	3,484.42
	$ 4,929.03
Less June Disbursements, as per Cash Disbursements Journal	4,574.83
CASH BALANCE - July 1, 1949	$ 354.20

SCHEDULE A:
(Outstanding Checks June 30, 1949)

No. 824	$ 33.00
" 843	33.00
" 847	46.14
" 848	28.50
" 852	78.00
" 853	20.00
" 854	17.50
" 855	Void
" 856	67.50
" 857	30.00
" 858	62.50
" 859	15.00
" 860	500.00
TOTAL	$ 931.14

Bethune-Cookman College
Housing Project
Daytona Beach, Florida

Schedule B.

TENANTS ACCOUNTS RECEIVABLE

June 30, 1949

NAME OF TENANT	UNIT NO.	SHELTER RENT DWELLING UNITS	FURNITURE RENTALS	TOTALS
1. J. L. Clark	1A	$	$	$
2. Arthur Reynolds	1B	30.00(Cr.)	4.00(Cr.)	34.00(Cr.)
3. Sadie Sharpe	1C			
4. Veterans Advisement Center (Moved)	2A			
5. Arthur Jones	2B			
6. S. L. Perkins	2B			
7. George McLendon, Jr.	2C			
8. Chester Reddick	2D	44.00	12.00	56.00
9. Willie Thomas	3A			
10 Tom Thomas	3A			
11 Patrick M. Newkirk	3B			
12 Dennis Wilson	3B			
13 Buford Fennell	3C			
14 Evet Fennell	3C			
15 C. Leroy Hacker	3D			
16 Tansy Purcell	4A			
17 Willie Cole	4B			
18 Gilbert Miller	4C			
19 John W. Moon	4D			
20 Quilly McHardy	5A			
21 Thomas Welch	5A	15.75	3.00	18.75
22 Lonnie Wood	5B			
23 Nathaniel Robinson	5B			
24 Alexander Valentine	5C			
25 William DuBose	5D			
26 Cornelious Franklin	6A			
27 Bennie Boswell	6B			
28 Grant Hopkins	6C			
29 Herbert Jackson	7A			
30 James McMillon	7B			
31 Andrew Mickle	7C			
32 Rufus Johnson	7D			
33 Purcell Perry	9A	22.00	6.00	28.00
34 Rudolph Matthews	9B	31.50		31.50
35 Robert S. Bennett	9C			
36. Cecil McGregor	9D			
37 Rudolph Johnson	9E			
38 Louis R. Ellis	9F			
39 Johnny Morgan	9F			
40 James A. Davis	9G			
CARRIED FORWARD		$ 146.25	$ 17.00	$ 163.25

Bethune-Cookman College
Housing Authority
Daytona Beach, Florida

Schedule B.

TENANTS ACCOUNTS RECEIVABLE

June 30, 1949

	NAME OF TENANT	UNIT NO.	SHELTER RENT DWELLING UNITS	FURNITURE RENTALS	TOTAL
	Brought Forward		$ 146.25	$ 17.00	$ 163.25
41	George W. Mosley	11A			
42	Robert Acosta	11B			
43	Lowry G. Wright	11C			
44	Nathaniel Davis	11D			
45	James Golden	11E			
46	Ernest C. Cook	11F			
47	Ulysses Baldwin	11F			
48	Obediah Green	11G	7.00	6.00	13.00
49	Rufus Young	11H			
50	Chris Johnson	14F	19.80	3.60	23.40
	TOTAL TENANTS ACCOUNTS RECEIVABLE: SHELTER RENT (Dwelling Units) FURNITURE RENTALS TOTAL		$ 173.05	$ 26.60	$ 199.65

	DORMITORY UNITS	BLDG. NUMBER	UNIT NUMBERS	SHELTER RENT	TOTAL
1.	Male Students	8	A, B, C, D,	$72.00(18.00 ea.)	$72.00
2..	Male Students	8	E, F, G, H	72.00(18.00 ea.)	72.00
3.	Male Students	10	A, B, C, D,	72.00(18.00 ea.)	72.00
4.	Male Students	10	E, F, G, H	72.00(18.00 ea.)	72.00
5.	Male Students	10	I, J, K, L	72.00(18.00 ea.)	72.00
6.	Male Students	10	M, N, O, P	72.00(18.00 ea.)	72.00
7.	Male Students	10	Q, R, S	54.00(18.00 ea	54.00
8.	Male Students	10	T, U		
	TOTAL TENANTS ACCOUNTS RECEIVABLE: SHELTER RENT (Dormitory Units)			$	$ 486.00

TOTAL TENANTS
ACCOUNTS RECEIVABLE $ 685.65

Schedule C

Bethune-Cookman College
Housing Project
Daytona Beach, Florida

TENANTS SECURITY DEPOSITS

June 30, 1949

NAME	UNIT NUMBER	AMOUNT
1- Robert Acosta	11-B	$8.00
2- Robert S. Bennett	9-C	8.00
3.-Bennie Boswell	6-B	8.00
4- Ulysses Baldwih	11-F	4.00
5- Ernest C. Cook	11-F	4.00
6- J. L. Clarke	1-A	8.00
7- James A. Davis	9-G	8.00
8- Nathaniel Davis	11-D	8.00
9- William DuBose	5-D	8.00
10 - Louis R. Ellis	9-F	4.00
11- Mrs. Cornelius Franklin	6-A	8.00
12 - Buford Fennell	3-C	8.00
13- James Golden	11-E	8.00
14- Obediah Greene	11-G	8.00
15- C. Leroy Hacker	3-D	8.00
16- Grant Hopkins	6-C	8.00
17- Chris Johnson	14-F	8.00
18 - Rufus Johnson	7-D	8.00
19 - Rudolph Johnson	9-E	4.00
20 - Herbert Jackson	7-A	8.00
21 - Arthur Jones	2-B	4.00
22 - Cecil McGregor	9-D	8.00
23 - George McLendon	2-C	8.00
24 - James H. McMillon	7-B	8.00
25 - Quilly McHardy	5-A	8.00
26 - Rudolph Matthews	9-B	8.00
27 - Gilbert A. Miller	4-C	8.00
28 - Andrew Mickle	7-C	8.00
29 - Johnny Morgan	9-F	4.00
30 - George W. Mosley	11-A	8.00
31 - Patrick Newkirk	3-B	4.00
32 - Purcell Perry	9-A	8.00
33 - S. L. Perkins	2-B	4.00
34 - Tansy Purcell	4-A	8.00
35 - Nathaniel Robinson	5-B	4.00
36 - Chester Reddick	2-D	8.00
37 - Arthur Reynolds	12B	8.00
38 - Sadie Sharpe	1-C	8.00
39 - Willie Thomas	3-A	8.00
40- Alexander Valentine	5-C	8.00
41 - Lowry G. Wright	11-C	8.00

Schedule C
(continued)

Bethune-Cookman College
Housing Project
Daytona Beach, Florida

TENANTS SECURITY DEPOSITS

42 - Lonnie Wood	5-B	$ 8.00
43 - Dennis Wilson	3-B	4.00
44 - Thomas Welch	5-A	8.00
45 - Rufus Young, Jr.	11-H	8.00
46 - Willie Cole	4-B	4.00
47 - John Moon	4-D	8.00
48 - T. Z. Banks	6-C	1.00 (#)
TOTAL		$333. 00

- This credit transferred to Refund, Repairs, Main. Replacements, by General Journal entry in regular books - July 31, 1949.

Schedule D.

Bethune-Cookman College
Housing Project
Daytona Beach, Florida

CURRENT COLLECTION LOSSES

Amounts uncollectible written off as of June 30, 1949 -

1 - Samuel Collins (Teacher) Unit 2-B
(Holds B. S. from)
(Bethune-Cookman)

Amount unpaid $60.50
Less Sec. Dep. 8.00
$52.50

2 - Edward Montgomery (Works at Local
Furniture Co.) Unit 6-A
Former Student

Amount unpaid - $65.00
Less Sec. Dep. 4.00
$61.00

3 - Estavan Munnings - Former Student -
Lives in Daytona Beach
but address unknown -
Unit 9-F

Amount Unpaid - $164.00
Less Sec. Dep. 8.00
$156.00

4 - Edward Anderson - Former Student -
Address unknown
Unit 9-H

Amount unpaid - $30.00
Less Sec. Dep. 8.00
$22.00

B. L. Mitchell.

Figure of INSURANCE appropriation from Board
of Education of the Methodist Church - for 1948-49
(FROM MR. C. W. LOUGHLIN)

- - -

Add Housing Project salaries (August 1-June 30,)
1949 - 1950

to regular list of Faculty and Salaried Employees

- - -

JUL 22 1949

BLM

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida
July 15 - 1949

REC'D. [illegible] OFFICE
JUL 15 1949

Proposals for
REORGANIZATION OF HOUSING PROJECT OPERATION
for absorption into regular division of
DORMITORIES and RESIDENCES

To be effective August 1, 1949

ACCOUNTING:

1 - CHARGES for Shelter and furniture rent, according to following schedule, to be entered on individual Tenants Ledger cards monthly - for DWELLING UNITS only. (By Mrs. Bailey - supervision, Treasurer)

2 - RECEIPTS for rental payments to be made in duplicate in regular numbered receipt books furnished by the College, and marked for identification as Project Income. TOTAL CASH, as indicated by duplicate receipts for a given period - one day or one week - to be transferred to regular cashier and covered by general receipt, marked for credit to ACCOUNT NO. 485 - INCOME. Cash then becomes part of regular income and is deposited with other income.
POSTING of payments to Tehants Ledger Cards as Credits, and reporting of balances - by Mrs. Bailey - Supervision, Treasurer. Issuance of receipts for individual rental payments by Treasurer, under FIDELITY BOND No. 2325969, HARTFORD ACCIDENT AND INDEMNITY COMPANY.

3 - Close all cash account payments by ~~August~~ July 25, 1949, in order that all checks may be cleared and cash balance turned over to regular account, for credit to ACCOUNT No. 485 - INCOME, thus closing Bank Account at First Atlantic National Bank. NO FURTHER CHECKS TO BE ISSUED UNDER HEADING OF VETERANS HOUSING PROJECT. Regular college checks to be issued for all approved expenditures of the Project, and charged to NEW EXPENSE ACCOUNT NO.656, DORMITORIES AND RESIDENCES.

ALL EXPENSE TO BE CARRIED FORWARD FROM SALARY SCHEDULE FURNISHED BY THE PRESIDENT'S OFFICE and FROM INVOICES AND STATEMENTS SUPPORTED BY REQUISITIONS AND PURCHASE ORDERS FROM THE OFFICE OF THE BUSINESS MANAGER.

4 - In view of the fact that UTILITY accounts are set up at the Project on the basis of inclusion of both Dwelling and Dormitory Units, GeneralJournal Accounting entries transferring credit from students' room-rent payments to INCOME ACCOUNT NO. 485, in amounts of 50% ratio to total should be authorized, to present a true picture of actual project operation; or a pro-rata portion of UTILITIES charges billed to the Project should be directed to general Dormitory operation, rather than charged to EXPENSE ACCOUNT NO. 656.

5 - All employees of the Project should be listed on regular salary payrolls and compensation paid by the College on the basis of figures presented by the President.

6 - Student employees at the Project are to be assigned to duty and compensation allowed on the same basis as any other work student, with the charge specifically to EXPENSE ACCOUNT No. 656.

7 - TENANT SELECTION for dwelling units to be the function of manager, but APPROVED by the President. OPERATION and MAINTENANCE of the project under supervision of the Manager, but IN COOPERATION with the Business Manager of the College. Requisitions for supplies, materials, etc. to be filed as per the purchasing system for all other departments.

8 - RENTAL CHARGES:

	3 Bedroom Units	2 Bedroom Units	1 Bedroom Units
FOR STUDENTS - - -	$ 28.00per month -	$24.00 per month -	None rented to Students
FOR FACULTY - - - -	35.00 per month -	33.00 per month -	$28.00 and $30.00 per mo.

9 - PRESENT STAFF:

Aug 1 - June 30 11 mos

		MONTHLY	CASH SALARY-		PERQUISITES-	TOTAL SALARY
	Benjamin Mitchell	- Manager -	$156.00	✓	xx xx	$ 156.00
	Bessie F. Bailey	- Bookkeeper -	40.00	✓	30.00 - Bd.	70.00
	Bertha L. Mitchell	- Cashier	35.00		xx xx	35.00
	Olden J. Latimer	- Maintenance	135.00	+ 10.00	xx xx	135.00
* —	Wyatt Fann	- Housekeeping	125.00	- out	xx xx	125.00
** ---	Richard Brown	- Housekeeping	60.00	- out	xx xx	60.00
*** ---	Purcell Perry	- Mail	15.00	out	xx xx	15.00

* - Duties of this position might be combined with those of Maintenance, effective, September 1, 1948, and maintenance salary increased $10.00 a month

Two students might be assigned as assistance to maintenance man, at $15.00 a month - total $30.00.

$40.00 will be spent instead of $125.00 - SAVING $85.00

** - $60.00 of Mr. Brown's salary may be charged to ACCOUNT NO. 656 - EXPENSE, rather than a separate check issued.

*** - A boarding student should be assigned to Mail delivery, at $15.00 a month, in order that credit may be allowed on his account, rather than cash paid out.

10 - AUDITING OF PROJECT RECEIPT BOOKS, TENANTS LEDGER CARDS AND REPORTS should proceed as part of the regular annual Audit.- - -

- - - - -

List of Items Allotted from Federal Security Agency

Item 1.	Cafeteria Building. Not to exceed 1500 sq. feet of floor space.
Item 2.	Equipment for present Dining Hall and Kitchen. Approved with changes in quantities as indicated.
Item 3.	Clinical Building and Equipment. Building to have approximately 1800 sq feet of floor space.
Item 4.	Not listed.
Item 5.	Standard Class rooms and equipment. Building to have approximately 4800 sq ft of floor space. Equipment as listed except changes in quantity indicated.
Item 6.	Laundry Equipment. Approved as listed except in quantity indicated.

FEDERAL PUBLIC HOUSING AUTHORITY
EQUIPMENT

Transfer Request No. 176-A

Quantity	Description
250	Cover, Troope Mattresses
300	Chairs, folding
300	Chairs, portable
61	Chest, four drawers
175	Covers, crew mattresses
62	Mirrors, bedroom
100	Pillows, feather and Cotton
28	Tables, dinette
25	Covers, Officers Mattress
30	Chairs, Wood w/o arms
771	Chairs, straight back oak
6	Beds, hospital, nonadj
6	Beds, hosiptal adj ends
63	Bedstead-Double decking
75	Mattress, single 371/2x74
31	Mattress, Double
700ft	Pipe, black 4"

Items transferred from W. H. Woodruff Heights,
Avon Park, Florida to Bethune-Cookman

Women Dormitory

6	Box Springs on legs with Mattresses
236	Single Beds
236	Single bed springs
236	Single bed mattress
31	Chests 36" and over

Quantity	Description
31	Chests 28"
33	Mirrors
20	Tables, Dinette
50	Chairs, Dinette
2 Boxes	Mattress Covers
151	Chairs, Ocassional
18	Chiffo-Desk
24	Ash Trays
4	Waste Baskets
270	Sheets, single or 3/4 size
108	Blankets
54	Pillows
162	Pillow cases
324	Hand towels
216	Bath towels
Men's Dormitory	
44 ea.	Beadstead, single
44ea.	Springs, bed, single
41 ea.	Mattresses, bed, single
12 ea.	Desks, Chiffo 36x38x20
12 ea.	Deaks, Chiffo 28x38x20
24	Mirrors
24	Chairs, Occassional
12	Blankets, single, gray
24	Cases, pillow
12	Pillows, bed
24	Sheets, bed, single
75	Towels hand
50	Towels, bath, Turkish

Women's Dormitory

Quantity	Description
4 ea.	Beds, single
4 ea.	Springs, single
7 ea.	Mattresses, single

Project List No. 331

16	Chairs, dinette
12	Tables, dinette

Form FPHZ 1600 No. 761-z

3 ea.	Desk, Chiffo

Excess Property List No. 331

16 ea.	Chairs, dinette
12 ea.	Tables, dinette

Quantity	Location	Articles
450	Ft. Myers	Chairs, folding, Wood
450	Ft. Myers	Charis, folding, Wood
451	Ft. Myers	Mattresses, Cotton
500	Ft. Myers	Blankets, Wool O.D. 0-2
750	Ft. Meyers	Covers, Mattresses
150	Miami Property office	Beds, Wood, Double Deck
18	Tyndell Field	Cabinet, Wood, Storage
63	Sebring	Beds, Wood, Maple with springs
75	Sebring	Mattresses, single
12	Sebring	Mattresses, Double
11	Penscola	Mattresses, innerspring
250	Panama City	Cover, Mattresses
175	Panama City	Cover Mattresses
25	Panama City	Covers, 35x77x5

Quantity	Location	Articles
100	Key West	Bunks, Double-Deck
100	Key West	Springs for Bunks
100	Key West	Mattresses for Bunks
200	McDill Field	Comforters, cotton filled

Visitors and Consultants ON
Campus 1950–1951

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

—o—

VISITORS REGISTRATION CARD

We are so happy to have you with us. Will you give your full name, home and local addresses, that we may send you literature and notes regarding the school's progress? Thank you.

Name Mr Alexander Bate
Local Address 377 McLeod
Home Address: Street and No. 607 N. Montgomery
City Sherman State Texas
Business or Professional Title Teacher (Coach)

Bethune-Cookman invites your inspection.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

—o—

VISITORS REGISTRATION CARD

We are so happy to have you with us. Will you give your full name, home and local addresses, that we may send you literature and notes regarding the school's progress? Thank you.

Name Mrs. Ruth Bate
Local Address 377 McLeod
Home Address: Street and No. 607 N. Montgomery
City Sherman State Texas
Business or Professional Title Teacher/Principal

Bethune-Cookman invites your inspection.

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

—o—

VISITORS REGISTRATION CARD

We are so happy to have you with us. Will you give your full name, home and local addresses, that we may send you literature and notes regarding the school's progress? Thank you.

Name Mrs Rosa V. Smith
Local Address 377 McLeod
Home Address: Street and No. 2816 Thomas Ave.
City Dallas State Texas
Business or Professional Title Merchant

Bethune-Cookman invites your inspection.

Make folder
Visitors + con-
sultants on campus
1950-57

67 St. Paul's Place
Brooklyn 26, New York

November 5, 1950

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear President Moore:

May I take this opportunity to thank you for all the hospitality that you and the college extended to me while I was your guest. The four days that I spent on your campus were delightful, and I found it very difficult to leave.

Needless to say I brought home a wealth of information, and I am now hard at work on Mrs. Bethune's biography. Her life is developing into a beautiful story.

Thank you again.

Cordially,

Catherine Peare

Make table!
Visitors — consultants
on campus 1950-51

Tentative Schedule of Miss Ruby Hurley
Guest of
Bethune-Cookman College
Daytona Beach, Florida

Tuesday:

3:00 Trail's End - The President's House

3:45 Problems' Clinic of NAACP Youth Officers' Duties

7:30 Meeting with the NAACP Youth Council of the College
Ranslow Lodge

Wednesday:

*9:30 Official Picture for Log, Newspapers, and National Office, In front of the College Library

10:45 Guest Speaker - College Assembly

3:45 Problems Clinic of NAACP Youth Officers' Duties

6:30 Guest at the College Prayer Services in the College Auditorium

8:20 Guest, Methodist Men's Brotherhood

Thursday:

Class Visitation

Visit to the Keyser Laboratory School

Visit to the Campbell Street High School

*The Afternoon is left free for the trip to The Florida Normal and Industrial College at St. Augustine, Florida.

Individual conferences will be arranged in the conference room, Wednesday afternoon.

Planned Cooperatively
by
Miss Ruby Hurley, National Office, NAACP
Mrs. E. P. Jones, Bethune-Cookman College
Miss M. L. Divers, Bethune-Cookman College
N. R. Dixon

- Mrs Ruby Hurley -

Youth Secretary for —

The National Association for the Advancement of Colored People will be Guest Speaker

TODAY

in the AUDITORIUM at NOON

—

She will visit the various CLASSES

AND WILL BE AVAILABLE FOR CONFERENCE DURING HER VISIT HERE

—

Vocational Education Courses

Bethune-Cookman College Daytona Beach, Florida

NON-COLLEGE CURRICULA
FOR
ADULTS
(EVENING SESSION)

General Information:

Bethune-Cookman College continuously endeavors to adjust its facilities to meet the needs of the moment. It especially feels a responsibility toward veterans who seek to pursue their training here. In answer to a need for the extension of services to adults who find it impossible to attend day classes due to pressing economic problems, the college makes vocational training available in evening courses. While the evening courses are designed for the convenience of full-time employed students, they are commensurate with the regular day classes in quality.

Requirements for entrance:

Entrance requirements for the evening session are identical with those in the regular session. Eligible veterans are those who meet the following requirements:

1. That the person must have been in the active military or naval service any time after December 6, 1941 and during the present war.
2. That he or she must be honorably discharged from active service.
3. That he or she must have a disability incurred in or aggravated by such service for which pension is payable under laws administered by the Veterans Administration or would be but for the receipt of retirement pay, and
4. That he or she must be in need of vocational rehabilitation to overcome the handicap of such disability.

The required work in this session will be dependent on the veteran's objective and his individual background.

Course Offerings

These courses are designed to give training that will increase employability.

Courses may be taken in these areas:

- Auto Mechanics
- Masonry
- Tailoring
- Radio
- Institutional Cookery
- Shoe Repairing
- Electricity
- Woodwork

Course Requirements:

Auto Mechanics

Title of Course -Auto Mechanics Helper

Length of Course - 750 clock hours. (9 clock hours per week, 50 weeks)

Objective - Mechanic's helper

Brick Masonry

Title of Course - Masonry

Length of Course - 750 clock hours. (9 clock hours per week, 50 weeks)

Objective - Mason's helper

Institutional Cookery and Management

Title of Course - Institutional Cookery

Length of Course - 750 clock hours (9 clock hours per week, 50 weeks)

Shoe Repairing

Title of Course - Shoe Repairing

Length of Course - 750 clock hours. (9 clock hours per week, 50 weeks)

Objective - Shoe Repairman in a Commercial Shoe Repair Shop

Tailoring

Title of Course -Tailoring

Length of Course - 750 clock hours.(9 clock hours per week, 50 weeks)

Objective -Pants Maker and Bushelman (Alteration tailor)

Electricity

Title of Course - Electricity

Length of Course - 750 clock hours (9 clock hours per week, 50 weeks)

Objective - Electrician's helper

Radio

Title of Course - Radio

Length of Course - 750 clock hours (9 clock hours per week, 50 weeks)

Objective - Radio Repairing

Woodwork

Title of Course -Carpentry

Length of Course - 750 clock hours (9 clock hours per week, 50 weeks)

Objective - Carpenter's helper

Related Training

The evening session courses are divided into two segments each having a definite bearing upon and wholly dependent on the other to form a well-rounded training program. One part of the course is concerned mainly with subject matter directly related to the manipulative skill through practice.

. The first segment is properly referred to as the "Related Training Period" and comprises approximately one-third of the total time of the course of study. In this period, the student is instructed in the necessary English, Science, and Mathematics to provide him ample knowledge of these subjects to practice in his chosen field. The second segment is called the Laboratory Practice Period and provides the actual work experience to form the complete course of study.

Candidates who satisfactorily complete the prescribed courses of study are awarded a certificate of proficiency upon which is noted the extent and type of work he is prepared to accept as a vocation.

Title of Course - Related English

Length of Course -150 clock hours required of all students. (3 clock hours per week for 50 weeks)

Title of Course - Related Science and Mathematics

Length of Course -150 clock hours required of all students. (3 clock hours per week for 50 weeks)

Evening Session Schedule

(3 hour session)

15 hours per week

Hours	Description of Courses	Evening	Bldg.
6:00 - 9:30	Trade	MWF	Shop
6:00 - 7:25	Related English (Group A)	TTh	Annex
6:00 - 7:25	Related Math & Sci (Group B)	TTh	Annex
7:30 - 9:30	Related English (Group B)	TTh	Annex
7:30 - 9:30	Related Math & Science (Group A)	TTh	Annex

NOTE: 30 minutes alloted for break.

Bethune-Cookman College Daytona Beach, Florida

NON-COLLEGE CURRICULA
FOR
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(Evening Session)

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These courses are designed to give training that will increase employability. Courses may be taken in these areas:

Auto Mechanics	Institutional Cookery
Masonry	Shoe Repairing
Tailoring	Electricity
Radio	Woodwork

Course Requirements:

Auto Mechanics

Title of Course -------------------- Auto Mechanics Helper

Length of Course-- ----------------- 750 clock hours. (15 clock hours per week for 30 weeks)

Objective ------------------------ Mechanic's helper 450

Brick Masonry

Title of Course -------------------- Masonry

Length of Course ------------------- 750 clock hours (15 clock hours per week, 30 weeks)

Objective ----------------------- Mason's helper

Institutional Cookery and Management

Title of Course ------------------- Institutional Cookery

Length of Course - ----------------- 750 clock hours (15 clock hours per week, 30 weeks)

Objective ------------------------ Range Technique

Shoe Repairing

Title ---------------------- Shoe Repairing

Length of Course ----------------- 750 clock hours (15 clock hours per week, 30 weeks)

Objective --------------------- Shoe Repairman in a Commercial Shoe Repair Shop

Tailoring

Title of Course -Tailoring

Length of Course - 750 clock hours
(15 hours per week, 30 weeks)

Objective - Pants Maker and Bushelman
(Alteration Tailor)

Electricity

Title of Course - Electricity

Length of Course - 750 clock hours (15 clock hours per week, 30 weeks)

Objective - Electrician's helper

Radio

Title of Course - Radio

Length of Course - - - - - - - - - - - - - - - - - - - 750 clock hours
(15 hours per week, 30 weeks)

Objective - Radio Repairing

Woodwork

Title of Course - - - - - - - - - - - - - - - - - - - Carpentry

Length of Course - - - - - - - - - - - - - - - - - - - 750 clock hours (15 clock hours per week, 30 weeks)

Objective - Carpenter's helper

Related Training

The evening session courses are divided into two segments each having a definite bearing upon and wholly dependent on the other to form a well-rounded training program. One part of the course is concerned mainly with subject matter directly related to the manipulative skill through practice.

The first segment is properly referred to as the "Related Training Period" and comprises approximately one-third of the total time of the course of study. In this period, the student is instructed in the necessary English, Science, and Mathematics to provide him ample knowledge of these subjects to practice in his chosen field. The second segment is called the Laboratory Practice Period and provides the actual work experience to form the complete course of study.

Candidates who satisfactorily complete the prescribed course of study are awarded a certificate of proficiency upon which is noted the extent and type of work he is prepared to accept as a vocation.

Title of Course - Related English

Length of Course -150 clock hours required of all students(5 clock hours per week for 30 weeks)

Title of Course - Related Science and Mathematics

Length of Course - - - - - - - - - - - - - - - - - - - 150 clock hours required of all students (5 clock hours per week for 30 weeks)

Evening School Schedule

(5 hour session)

25 hours per week

Group A

4:00 - 4:55 - - Related English

5:00 - 5:30 - - Break

5:30 - 6:25 - -Related Science

6:30 - 9:30 - -Trade

Group B

4:00 - 7:00 - - - - - - - - - Trade

7:00 - 7:30 - - - - - - - - - Break

7:30 - 8:25 - - - - - - - — Related English

8:30 - 9:30 - - - - - - - Related Science

NOTE:

The apparent conflict in overlapping of the schedule during the period 6:30 - 7:00 may be facilitated through shop routine activities preparatory for finishing jobs and checking materials and tools by Group B and routine activities of securing supplies and tools preparatory for shop activities by Group A.

INSTITUTIONAL COOKERY AND MANAGEMENT

Submitted by Charles Francis

INSTITUTIONAL COOKERY AND MANAGEMENT

The course for the training of Chefs, Waiters, Waiteresses, and Cooks.

Offered at Bethune-Cookman College
Daytona Beach, Florida

The workers in the preparation of food, those who make and serve it, are highly skilled in the art of catering to the human appetite. Probably no other occupation is so vital to human needs. Whether it be in the home or public places, the preparation of food in all its innumerable phases or varieties requires meticulous attention, study, and work.

Both boys and girls find employment in the food trades, and the jobs engaged in are of varied nature.

THE COURSE OF STUDY

In order that the training program may serve individuals in the most effective manner and be of particular value to those who cannot remain in school to complete the full course, it is arranged so as to qualify them for vaious recognized employment levels or classes to work.

By such arrangement, a student progresses through the course, completing employment levels comparable to industry. The employment level for which one may be certified in this trade are:

1. Range Cookery
2. Pantry Man or Woman
3. Pastry Maker
4. Food Buyer
5. Store Room Operator
6. Meat Cutter and Butcher

7. Price Fixing
8. Cake Decorator
9. Table Service

Objectives:

The detailed specification of these employment levels, set forth in these nine divisions constitute the training program in terms of abilities that must be accomplished. These abilities are defined as follows:

1. Ability to do definite jobs specified in these employment levels.
2. Ability to understand the facts and principles that condition the job.
3. Ability to understand and appreciate the industrial relations that affect the job.

TRAINING PROGRAM

I shall outline several of the levels.

Practicals

Range Cookery --- One Year
General Cookery --- One Year
Length of full course --- Two Years

A. Ability to do definite jobs, such as:

Read and interpret written instructions
Store and clean vegetables, raw and cooked
Prepare and cook fresh and canned vegetables
Pan fry meats, chicken, and fish
Deep fat frying

Prepare and cook cereals, hot cakes, toast, eggs, and fritters

Broil bacon, ham, chops, steaks, kidneys, fish, shellfish, and vegetables

Roast and carve beef, lamb, pork, veal, game and baked ham

Clean and prepare poultry for boiling, roasting, frying, fricasee and saute

Cut meat for boiling and frying

Clean, bone, slice, and cut fish

Make gravies and sauces

Prepare meat for hamburger, sausage

Prepare meat for stewing, boiling and roasting

Roast and carve chicken, turkey, duck, goose, and squab

Prepare dressing

Prepare soups

Make quick bread

Prepare meat of oven roast

Make yeast bread

Write menus for breakfast, luncheon, dinner, A la carte and parties

B. Ability to understand facts and principles of estimating amount of material

Refrigeration and cold storage as related to storing different kinds of food.

Chemical effect of soda, lemon juice, salt, heat, and moisture on various foods used.

Gas and electric heat applied to boiling and roasting.

Taking stock of supplies, making out requisitions, and making reports

Outlining and designing decoration for foods
Making use of left overs
Cost finding and price determination
First Aid procedure in case of shop accident
Food values and correct combination
Sanitation and legal aspects of food handling.
Food handling permits (Health)

II

PANTRY MAN OR WOMAN

A. Ability to do definite jobs, such as:

Read menus and use trade terms
Use correctly and care for tools and equipment in a satisfactory manner.
Select materials used in making salads.
Operate and care of electric machines
Clean, prepare and store foods
Operate and care of electric mixer
Make conserves and marmelades
Prepare and serve relishes
Make salad dressings; our special french mayonnaise, and tarter sauce
Make fruit dressing
Make canapes and hors d'oeuvres
Make and serve hot beverages including urn and silex coffee
Make ice cream
Clean refrigerators
Plan menus
Salad making

B. Ability to understand fact and principles

Dry and liquid

Influence of season and temperature on materials used

Electric and gas appliance used in a pantry

Storing food products of all kinds

C. Ability to understand and appreciate industrial relations

Rules of health

III

FOOD BUYER

1. Ability to do definite jobs such as:

Order and receive food material

Keep daily, weekly, and monthly records

Maintain want book

Read and interpret written instructions

Survey markets and market prices

Write and price purchase orders

Classification of food material

Compute cost records for management

2. Ability to understand facts and principles of:

Influence of seasons, temperature, and time on various

kinds of foods

Terms used in market quotations

RELATED SUBJECTS

Related Mathematics and Science	**500 hours**
Related English	**500 hours**

INSTITUTIONAL COOKERY AND MANGEMENT

Submitted by Charles Francis

July 1947

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INSTITUTIONAL COOKERY AND MANGEMENT

The course for the training of Chefs, Waiters, Waiteresses, and Cooks.

Offered at Bethune-Cookman College
Daytona Beach, Florida

The workers in the preparation of food, those who make and serve it, are highly skilled in the art of catering to the human appetite. Probably no other occupation is so vital to human needs. Whether it be in the home or public places, the preparation of food in all its innumerable phases ard varieties requires meticulous attention, study, and work.

Both boys and girls find employment in the food trades, and the jobs engaged in are of varied nature.

THE COURSE OF STUDY

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By such arrangement, a student progresses through the course, completing employment levels comparable to industry. The employment level for which one may be certified in this trade are:

Range Cook

1. Range Cookery

Kitchen Chef

2. Pantry Man or Woman
3. Pastry Maker
4. Food Buyer
5. Store Room Operator
6. Meat Cutter and Butcher
7. Price Fixing
8. Cake Decorator
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The detailed specification of these employment levels, set forth in these nine divisions constitute the training program in terms of abilities that must be accomplished. These abilities are defined as follows:

1. Ability to do definite jobs specified in these employment levels.
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3. Ability to understand and appreciate the industrial relations that affect the job.

TRAINING PROGRAM

I shall outline several of the levels.

Practicals

Range Cookery --- One Year VE-10

Length of Course --- One Year

A. Ability to do Definite Jobs, Such as:

Read and interpret written instructions

Store and clean vegetables, raw and cooked

Prepare and cook fresh and canned vegetables

Pan fry meats, chicken, and fish

Deep fat frying

Prepare and cook cereals, hot cakes, toast, eggs and fritters

Broil bacon, ham, chops, steaks, kidneys, fish, shellfish and vegetables

Roast and carve beef, lamb, pork, veal, game and baked ham

Clean and prepare poultry for boiling, roasting , frying, fricasee and saute'

Cut meat for boiling and frying

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Make gravies and sauces

Prepare meat for hamburger, sausage

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Taking stock of supplies, making out requisitions, and making reports.

Outlining and designing decoration for foods.

Making use of left overs.

Cost finding and price determination.

First Aid procedure in case of shop accident

Food values and correct combination.

Sanitation and legal aspects of food handling.

Food handling permits (Health)

II

PANTRY MAN OR WOMAN

VE - 11

A. Ability to do definite jobs, such as:

Read menus and use trade terms

Use correctly and care for tools and equipment in a satisfactory manner.

Select materials used in making salads

Operate and care electric machine

Clean, prepare and store foods

Operate and care of electric mixer

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Make fruit dressing

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Make and serve hot beverages including urn and silex coffee

Make ice cream

Clean refrigerators

Plan Menus

Salad making

B. Ability to understand Fact and Principles

Dry and liquid

Influence of season and temperature, on materials used

Electric and gas appliances used in a pantry

Storing food products of all kinds

C. Ability to Understand and Appreciate Industrial Relation

Rules of Health

III
FOOD BUYER

VE - 11

1. Ability to Do Definite Jobs Such as:

Order and receive food material

Keep daily, weekly and monthly records

Maintain want book

Read and interpret written instruction

Survey markets and market price

Write and price purchase order

Classification of food material

Compute cost records for mangement

2. Ability to Understand Facts and Principles Of:

Influence of seasons, temperature, and time on various kinds of foods.

Terms used in market quotations

Quality of various kinds of foods

Business forms necessary for keeping books or records.

Various food firms and brands of can foods

Basic English

IV VE -11

MEAT CUTTER AND BUTCHER (For Restaurant and Hotel)

1. Ability to do Definite Jobs Such as:

Cut carcass of beef, veal, pork and lamb

Prepare bones for soup stock and sauce

Prepafe meats for stew, roast, steaks, and sausage

Slice ham. bacon, prepare fats for rendering.

2. Ability to Understand Facts and Primaiples.

Weights and measurements

Estimating quantity

Percentage of weight relative to size of carcass best suited for steakes, stew, roast and sausege.

Reading of menu

Writing requisitions

Safety in handling tools

V

TABLE SERVICE V. E. -11

This course teaches the student the thrilling experience of meeting greeting and serving the world's most interesting people, the world travelers.

CONTENT OF COURSE

Choice of equipment
Steps in table setting
Pre-service preparation
Use of trays
General rules for table service
English or family service
Setting of table for English Type Serrice
Serving the English Type
Russian or formal type service
Setting the table for formal service
Serving the formal meal
Compromise service
Service for special occassions

COURSE OUTLINES

COURSES VE - 14 & VE - 15 MASONRY

BETHUNE-COOKMAN COLLEGE

1948 - 1949

When we build, let us think that we build forever. Let it not be for present delight nor for present use alone. Let it be such work as our descendants will thank us for; and let us think, as we lay stone on stone, that a time is to come when those stones will be held sacred because our hands have touched them, and that men will say, as they look upon the labor and wrought substance of them, "See! This our father did for us."

——— John Ruskin.

COURSE OUTLINE

MASONRY VE - 14

Course Aim: To provide the student with the basic knowledge of Masonry so as to prepare him for further study in possibly broader areas or more specific occupations within the trade.

Course Objective; To equip the student with sufficient knowledge so as to be qualified for entrance into an advanced Masonry class or to be employable as a Mason's helper.

Length of Course: One year.

Course Breakdown: The course is broken into units. Each unit consisting of lessons, the number of which varies with the units.

UNIT I —— INTRODUCTION

Lessons: 1. Masonry as a Vocation.
2. The School-Shop.
3. The Course of Study.
4. History of the Trade.
5. Safety Precautions.
6. Materials of the Trade.
7. Terms of the Trade.

UNIT II —— BRICKS

Lessons: 1. How Bricks are Made.
2. Classification of Bricks.
3. Common Uses of Bricks.

UNIT III —— CONCRETE

Lessons: 1. Portland Cement, Its Uses, etc.
2. Agregates, Sources, Use, Classification.
3. Reinforced Concrete, the Principles Involved.

Lessons: 4. How Concrete Blocks are Made.

UNIV IV —TOOLS OF THE TRADE

Lessons: 1. Mortar Tools

- (a) Trowels
- (b) Frenchman
- (c) Hawks
- (d) Heds
- (e) Jointers
- (f) Tuck Pointers

2. Alignment Tools

- (a) Plumb Bob
- (b) Plumb Rule
- (c) Corner Blocks
- (d) Square
- (e) Straight Edges
- (f) Line and Pins
- (g) Spirit Level

3. Cutting Tools

- (a) Trowel
- (b) Scotch
- (c) Bolster
- (d) Hammer
- (e) Cold Chisel
- (f) Saws
- (g) Chopping Blocks

4. Measuring Tools

- (a) Tapes
- (b) Rules
- (c) "Story Poles"

UNIT V —— MORTARS

Lessons: 1. Kinds of Mortar, Their Uses.

2. Mortar Materials.

3. Colored Mortars.

4. Mortar Mixing Equipment

UNIT VI —— HOW TO LAY BRICKS (THEORY)

Lessons: 1. How to Use the Trowel.

2. Mortar Spreading.

3. Joints and Bonds.

4. Alignment of Brick.

5. Cutting of Mortar.

6. Wall Thicknesses.

UNIT VII —— CONCRETE BLOCK WORK

Lessons: 1. Types of Concrete Block.

2. Procedures Peculiar to Blocklayers.

3. Laying Concrete Block.

UNIT VIII —— THEORY OF TILE WORK

Lessons: 1. Hollow Building Tiles.

2. Glazed Tiles.

3. Ceramic Tiles.

4. Methods of Tile Setting.

COURSE OUTLINE

MASONRY VE - 15

Course Aim: This course has as its primary aim the acquisition of practical experience added to the knowledge already gained by the student in previous contacts.

Course Objective: A. To prepare the student for employment as a Brick Mason on a level comparable to that of an apprentice Mason of approximately three (3) years apprenticeship.

B. To instill within the trainee an appreciation of good building procedures.

Length of Course: One Year.

Course Breakdown: The course is broken into units. Each unit into lessons.

UNIT I —— FOUNDATIONS

Lessons: 1. Footings.
   - A. Concrete Footings.
   - B. Brick Footings.

2. Foundation Walls.
   - A. Composition of Foundation Walls.
   - B. Strength - Size Factors.

3. Piers.
   - A. Solid Piers.
   - B. Hollow Piers.
   - C. Pier Construction.

UNIT II —— HOW TO LAY BRICKS

Lessons: 1. Thickness of Brick Walls.
   - A. Bonds for 8", 12", 16", 20", and 24" Walls.
   - B. Corner Procedures for Various Thickness of Walls.

Lessons: 2. Openings in Walls.

- A. Rectangular.
- B. Other.

3. Patterns in Brick Walls.

- A. Strecher Bond Patterns.
- B. Header Bond Patterns.
- C. English Bond Patterns.
- D. American Bond Patterns.
- E. Flemish Bond Patterns.
- F. Other Patterns.

4. Patching Brick Work.

- A. Repairing Old Brick Work.
- B. Unsafe Walls.
- C. Repairing Cracked Walls.
- D. Cleaning Brick Work.

5. Combination Brick Work.

- A. Brick and Concrete Block.
- B. Brick and Hollow Tile.
- C. Other.

6. Ornamental Brick Work.

- A. Corbeling.
- B. Belt Courses.
- C. Racking.
- D. Special Shaped Bricks.
- E. Battered Brick Work.

UNIT III —— ESTIMATION

Lessons: 1. How to Figure Brick Work.
- A. Volume Method.
- B. Area Method.

2. How to Estimate Concrete Block and Tile Work.
- A. Block and Tile Size Comparisons.
- B. Joint Sizes.

3. Cost Estimating.
- A. Material Proportions.
- B. Estimation Procedures.

4. Wastage.

UNIT IV —— CHIMNEYS, FLUES, BOILER SETTINGS.

Lessons: 1. The Fire Place.

2. Flues and Flue Linings.

3. How to do Boiler Settings.

UNIT V —— ARCHES

Lessons: 1. How Arches are Classed.
- A. Flat or Jack Arches.
- B. Curved Arches.

2. Position of Arches.
- A. Upright Arches.
- B. Inverted Arches.

3. Building Arches.

UNIT VI —— UNION PROCEDURES

Lessons: 1. The Masons' Union.
- A. Constitutions.
- B. Rules of Order.

Trades Division
Bethune-Cookman College

TRAINING PROGRAM FOR BRICK MASON I (CONST.)

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
1.	Masonry as a vocation	8
2.	The School - Masonry Shop	8
3.	The Course of Study	6
4.	History of the trade	10
5.	Safety precautions	6
6.	Materials of the trade	6
7.	Terms of the trade	6
8.	Study of brickmaking	15
9.	Classification of bricks	15
10.	Common uses of bricks	20
11.	Portland Cement, its uses, etc.	15
12.	Agregates, sources, use: Classification	35
13.	How concrete blocks are made	35
14.	Learning the various mortar tools	25
15.	Learning the various alignment tools	25
16.	Learning the various cutting tools	20
17.	Learning the various measuring tools	20
18.	Kinds and uses of mortar	15
19.	Mortar materials	10
20.	Colored mortars	10
21.	Mortar mixing equipment	15
22.	How to use the trowel	100
23.	Mortar spreading techniques	75
24.	Learning the joints and bonds	50
25.	Alignment of brick	50

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
26.	Cutting of mortar	25
27.	Wall thicknesses	25
28.	Types of concrete block	10
29.	Procedures peculiar to bricklayers	15
30.	Laying concrete block	75
31.	Types of hollow building tiles	15
32.	Glazed tiles	15
33.	Ceramic tiles	15
34.	Methods of tile setting	30
35.	Methods of constructing concrete footings	50
36.	Building foundation walls	50
37.	Building piers	50
38.	Determining thickness of brick walls	75
39.	Planning openings in brick walls	75
40.	Designing patterns in brick walls	75
41.	How to patch old brick-work	75
42.	Combing brick with other materials in building	75
43	Ornamental brick designs	75
44.	Figuring brick work	15
45.	Estimating concrete block and tile work	15
46.	General cost estimating	15
47.	Figuring waste	5
48.	Constructing the fireplace	50
49.	Flues and flue linings	10
50.	How to do boiler settings	15
51.	Designing flat or jack arches	10

1500

UNIT NO.	UNITS OF ENSTRUCTION	ALLOTED TIME (Hours)
52.	Designing curved arches	15
53.	Designing upright arches	12
54.	Designing inverted arches	13
55.	Building arches	25
56.	Study of Union Constitutions	20
57.	Union Rules of Order	20

1500

[illegible]

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

MASONRY

COURSE OUTLINE

Course Aim:	VE - 14 — To provide the student with a basic knowledge of Masonry so as to prepare him for further study in possibly broader areas or more specific occupations within the trade.
Course Objective:	To equip the student with sufficient knowledge as to be qualified for entrance into an advanced Masonry class or to be employable as a Mason's helper.
Length of Course:	1 Year (50 weeks)
Course Breakdown:	The course is broken into units, each unit consisting of lessons, the number of which varies with the units.

Unit I. Introduction

Lessons 1. Masonry as a vocation
2. The School - Shop
3. The Course of Study
4. History of the Trade
5. Safety Precautions.
6. Materials of the Trade
7. Terms of the Trade

Unit II. Bricks

Lessons 1. How Bricks are made
2. Classification of Bricks
3. Common Uses of Bricks

Unit III. Concrete

Lessons 1. Portland Cement, its use, etc.

2. Agregates, sources, use, classification

3. Reinforced concrete, the principles involved.

4. How concrete blocks are made

Unit IV. Tools 6f the Trade

Lessons 1. Mortar Tools

- a. Trowels
- b. Granchman
- c. Hawks
- d. Hods
- e. Jointers
- f. Tuck Pointers

2. Alignment Tools

- a. Plumb bob
- b. Plumb rule
- c. Corner blocks
- d. Square
- e. Straight Edges
- f. Line and Pins
- g. Spirit Level

3. Cutting Tools

- a. Trowel
- b. Scotch
- c. Bolster
- d. Hammer
- e. Cold Chisel

f. Saws

g. Chopping Blocks

4. Measuring Tools

a. Tapes

B. Rules

c."Story Poles"

Unit V. Mortars

Lessons: 1. Kinds of mortar, their uses

2. Mortar materials

3. Colored mortars

4. Mortar mixing equipment

Unit VI. How to Lay Bricks (Theory)

Lessons: 1. How to use the trowel

2. Mortar spreading

3. Joints and bonds

4. Alignment of brick

5. Cutting of mortar

6. Wall thicknesses

Unit VII. Concrete Block Work

Lessons: 1. Types of concrete block

2. Procedures peculiar to bricklayers

3. Laying concrete block

Unit VIII. Plastering

Lessons: 1. Roughing plastering

2. Finishing plastering

Course Aim: VE - 15 — This course has as its primary aim the acquisition of practical experience added to the knowledge already gained by the student in previous contacts.

Course Objectives: A. To prepare the student for employment as a Brick Mason on a level comparable to that of an Apprentice Mason of approximately three (3) years apprenticeship.

B. To instill within the trainee an appreciation of good building procedures.

Length of Course: 1 year (50 weeks)

Course Breakdown: The course is broken down into units, each unit consisting of lessons, the number of which varies with the units.

Unit I. Foundations

Lessons: 1. Footings
    a. Concrete footings
    b. Brick footings
  2. Foundation walls
    a. Composition of foundation walls
    b. Strength - size factors
  3. Piers
    a. Solid piers
    b. Hollow piers
    c. Pier construction

Unit II. How to Lay Bricks

Lessons: 1. Thickness of brick walls
    a. Bonds for 8", 12", 16", 20", and 24" walls
    b. Corner procedures for various thickness of walls.

2. Openings in walls
    a. Rectangular
    b. Other
3. Patterns in brick walls
    a. Strecher Bond patterns
    b. Header Bond patterns
    c. English Bond patterns
    d. American Bond patterns
    e. Flemish Bond patterns
    f. Other patterns
4. Patching Brick Work
    a. Repairing old brick work
    b. Unsafe walls
    c. Repairing cracked walls
    d. Cleaning brick work
5. Combination Brick Work
    a. Brick and concrete block
    b. Brick and hollow tile
    c. Other
6. Ornamental Brick Work
    a. Corbeling
    b. Belt courses
    c. Racking
    d. Special Shaped Bricks
    e. Battered Brick Work

Unit III. Estimation

Lessons: 1. How to figure brick work

- a. Volume method
- b. Area method

2. How to estimate concrete block comparisons and tile work

- a. Block and tile sizes
- b. Joint sizes

3. Cost Estimating

- a. Material proportions
- b. Estimation procedures

4. Wastage

Unit IV. Chimneys, Flues, Boiler Settings

Lessons: 1. The Fireplace

2. Flues and flue linings

3. How to do boiler settings

Unit V. Arches

Lessons: 1. How arches are classed

- a. Flat or jack arches
- b. Curved arches

2. Position of arches

- a. Upright arches
- b. Inverted arches

3. Building arches

RELATED SUBJECTS

Related Mathematics and Science	500 hours
Related English	500 hours

TRAINING PROGRAM FOR BRICK MASON I (CONST.)
TRADES DIVISION
BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

UNIT NO.	UNIT OF INSTRUCTION	ALLOTED TIME (Hours)
1	Masonry as a vocation	8
2	The school - Masonry shop	8
3	The course of study	6
4	History of the trade	10
5	Safety precautions	6
6	Materials of the trade	6
7	Terms of the trade	6
8	Study of brickmaking	15
9	Classification of bricks	15
10	Common uses of bricks	20
11	Portland Cement, its uses, tec.	15
12	Agregates, sources, use: Classification	35
13	How concrete blocks are made	35
14	Learning the various mortar tools	25
15	Learning the various alignment tools	25
16	Learning the various cutting tools	20
17	Learning the various measuring tools	20
18	Kinds and uses of mortar	15
19	Mortar materials	10
20	Colored mortars	10
21	Mortar mixing equipment	15
22	How to use the trowel	60
23	Mortar spreading techniques	40
24	Learning the joints and bonds	25
25	Alignment of brick	35
26	Cutting of mortar	25
27	Wall thicknesses	15

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
28	Types of concrete block	10
29	Procedures peculiar to bricklayers	15
30	Laying concrete block	75
31	Methods of constructing concrete footings	50
32	Building foundation walls	50
33	Building piers	50
34	Determining thickness of brick walls	25
35	Planning openings in brick walls	75
36	Designing patterns in brick walls	75
37	How to patch old brick work	75
38	Combining brick with other materials in building	70
39	Ornamental brick designs	75
40	Figuring brick work	15
41	Estimating concrete block and tile work	15
42	General cost estimating	15
43	Figuring waste	5
44	Constructing the fireplace	50
45	~~Flued~~ Flues and flue linings	10
46	How to do boiler settings	15
47	Plastering	90
48	Designing flat or jack arches	10
49	Designing curved arches	15
50	Designing inverted arches	15
51	Building arches	25
52	Study of Union Constitutions	20

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
53	Union Rules of Order	20
	Total number of shop hours - - - - ----- - - - - - - - - -	1500
	Fundamental course in related English - - - - - - - - - -	500
	Fundamental course in related mathematics and science -	500
	Total number of hours required for completion - - - - -	2500

TRAINING PROGRAM FOR SHOE REPAIRMAN
TRADES DIVISION
BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

UNIT NO.	UNIT OF INSTRUCTION	ALLOTED TIME (Hours)
1	Study leather, their character as to appearance	18
2	Composition materials	21
3	Study of lasts	21
4	Study of shoe construction	21
5	Study of threads, pegs, nails, and other items used in repair	41½
6	Half soleing of shoes	100
7	Full soleing of shoes	100
8	Rebuilding of shoes	100
9	Methods of applying leather and composition soles	90
10	Nailing and stitching methods	36½
11	Operation of stitching machine	90
12	Gluing processes, paration applying, clamping and other types of adhesive	10½
13	Removal of worn sections, outfit and replace sections	10½
14	Heels, leather and rubber preparation build up and trim taps, etc.	17½
15	Learn to install ribs, patches, soles and plates	12½
16	Finish of shoe after repair buffing, polishing grinding	6
17	Operation of all machines used in performing the above work	6
18	Estimating cost of work	6
19	Purchasing supplies	6
20	Window display	6
21	Advertising	6
22	Marking work	6

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
23	Bookkeeping incident to the operation of a shoeshop	6
24	Inventory and disposal of unclaimed merchandise	6
25	Dying and painting leather	6
	Total number of shop hours - - - - - - - - - - - - - - -	750
	Fundamental course in related English - - - - - - - - -	250
	Fundamental course in related mathematics and science	250
	Total number of hours required for completion- - - - -	1250

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Fla.

COURSE OUTLINE
VE-9
SHOE REPAIR

COURSE AIMS AND OBJECTIVES

To teach the student the fundamentals of Shoe Repair and refinishing of all types of shoes.

OBJECTIVE: To prepare the student for employment in a commercial Shoe Repair Shop as a Shoe Repairman.

1. To develop an understanding and background into the history of shoe repair.
2. To develop a knowledge of leather.
3. To learn how to inspect and mark shoes for repair.
4. To develop proper technique in shop procedure, material marking and cost estimation.
5. To learn proper methods in modern shoe repair.
6. To learn how to do expert shoe repairing.

COURSE DESCRIPTION

Course Number VE-9

UNIT I. Orientation (140 hrs)
1. The Course
2. The School Shop
3. Fundamentals of leather work
4. Safety precautions
5. Tools of the trade
6. Nails, Tacks, Pegs, etc.

UNIT II. Basic Shop Procedures (2 Mos.)(140 hrs)
1. Keeping records
2. Cleaning and caring for machines
3. Laying out and grading material

UNIT III. Elementary Shoe Repair (2 mos.)(140 hrs)
1. Tool manipulation
2. How to use the leather cutter
3. How to use the scivirg machine
4. How to use the patching machine
5. How to use the finishing machine
6. How to use the stitcher

UNIT IV. Practical Application (3 mos.)(210 hrs)

1. Removing and replacing heels
2. Removing and repairing soles
3. Removing and replacing welts
4. Cleaning welt
5. Cements and their uses
6. How to use cement
7. Shoe Polishing
8. How to restore and prolong the life of old shoes
9. Leather conditioning

Unit V. (3 mos.)(120 hrs)

1. Attaching half soles by stitching
2. Attaching half soles by tacking
3. Attaching whole soles
4. Repairing uppers
5. Finishing and burnishing
6. Dyeing and painting

SAMPLE

Job Sheet #1

COURSE: Shoe Repair

UNIT: Heel Repair

JOB: Strip down and rebuild heel

OBJECTIVE: To give student practice in fitting and trimming up; also the effective use of hand tools.

MATERIAL: Leather and nails

Tools Required
1. 1 hammer
2. 1 lip knife
3. 1 pr. heel pullers
4. 1 pr. cutting nippers

SAMPLE

Information sheet #1

COURSE: Shoe Repair

UNIT: Heel Repair

JOB: Stripping down and rebuilding heel

OPERATION: Cutting, trimming, nailing, etc.

INFORMATION:

1. By using pulling nippers.
2. If the heel is low on one side, use shims to level up.
3. Level off by use of the sander.
4. Mark leather then cut with lip knife
5. Then place leather on heel and nail.
6. Then cut away excess leather.
7. Then take shoe to sanding machine and finish off.
8. Then take shoe to burnishing machine and ink.
9. Brush and burnish until glossed.
10. Recheck.

RELATED SUBJECTS

Related Mathematics and Science	260 Hours
Related English	260 Hours

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

WOODWORK

COURSE OUTLINE

AIM: To develop the student through instruction and practice in the proper use and maintenance of hand tools and machines as to make him employable as a Carpenter's Helper, Cabinet Maker of Maintenance Carpenter

OBJECTIVES:

1. To develop an understanding and background into the history of forestry and lumbering.
2. To develop a knowledge of the properties and uses of wood.
3. To learn how to make and read drawings and to read blueprints.
4. To develop proper technique in shop procedure, material planning and cost estimation.
5. To learn proper methods in the production of modern Cabinet Making and Interior House Finishing.
6. To learn how to do simple house framing, foundation setting and general building construction

TWO YEAR COURSE IN WOODWORK

I. First Year VE - 3

Unit I Introduction (Orientation - 17½ hours)
The History of Forestry and Lumbering
Woods and their uses
Planning job procedure

Unit II Elementary Woodwork - 100 hours
Reading a working drawing
Making a working drawing
Making a material bill
Layout tools
How to use layout tools
The spirit level
Using various hand saws
Using various power saws
Filing hand saws
Filing power saws
Hand planes
Power planes
Scraping tools

- Unit III Joinery - 140 hours
  - Project Construction
  - Pattern making
  - Design layouts
  - Wood screws
  - Various types of nails
  - Joinery
  - Stock Clamping
  - Various types of glue
  - Furniture repairing
- Unit IV Simple Roof Framing - 140 hours
  - Simple roof framing
  - Roof covering
- Unit V Project Construction - 280 hours
  - Project construction
- Unit VI Simple Stair Construction - 70 hours
  - Stair construction
    - a. Stair wells, layout, trimming

II. Second Year VE - 4

- Unit VII. Operation of Shop Machines - 140 hours
  - Using various shop machines
- Unit VIII. Exterior Trim - 140 hours
  - Exterior trim
    - a. Siding, cornices, columns
- Unit IX. Wood Finishing and House Painting - 140 hours
    - a. Mixing and application of paints
  - Wood finishing
  - House painting
- Unit X Interior Trim - 210 hours
  - Interior trim
  - Fitting window sashes
  - Fitting doors
  - Flooring
- Unit XI. Hardware -30 hours
  - Various kinds of hardware
- Unit XII. Auxiliary Information - 92½
  - Beams, girders, purlins
  - Estimating
  - Blueprint reading
  - Mechanical drawing
  - Sketching

III. TEXTS:

UNITS IN HAND WOODWORKING - Douglass and Roberts
APPLIED DRAWING AND DESIGN - Mattingly and Scrogin

IV. REFERENCES:	Carpentersa and Builders Guides, Volumes 1, 2, 3, 4 - Audel
	Operation of Common Woodworking Machines - Hjorth
	Furniture Upholstry - Johnson
	Art and Education in Woodturning - Klenke
	Selected Furniture Making and Design - Klenke
	Visualized Projects in Woodworking - Sowers
	Coloring, Finishing and Painting Wood - Newell
	Assorted Working Drawings and Blueprints

JOB SHEET #1

Course:	Woodwork
Unit	Squaring up stock
Job:	Making an End Table
Objective:	To give student practice in squaring up stock and the effective use of hand tools.
Materials Required:	Four pieces of walnut, 1 px. 1" x 13" x 50" and 3 pc. 1" x 3" x 21"
Tools Required:	1. Hand saw (crosscut)
	2. Rip saw
	3. Compass saw
	4. Back saw
	5. Jointer plane
	6. Smoothing plane
	7. Block plane
	8. Try square

OPERATION SHEET #1

Course:	Woodwork
UnitP	Squaring up stock
Job:	Making an End Table
Operation:	Sawing and planing
Objective:	To give student practice in squaring up stock and the effective use of hand tools.
Operations:	1. Saw off one end of each leg, check with try square for squareness of cut, then saw other ends.
	2. Plane legs to width.
	3. Saw wide stock in middle, and square ends, rip to width and joint edges.
	4. Saw out dado joints in legs
	5. Saw out shelves
	6. Check

INFORMATION SHEET #1

Course:	Woodwork
Unit:	Squaring up stock
Job:	Making an End Table
Operation:	Sawing and Planing
Objective:	To give student information in squaring up stock and the effective use of hand tools.

INFORMATION

1. Saw off one end of one leg and check with try square, use crosscut saw to cut ends. If square, proceed to cut off remaining legs, both ends. If leg was not cut square on first cut, correct cut using block plane. Fasten stock in vise or use a bench hook for holding.

2. Plane legs to width using jointer plane, check with try square for straightness.

3. Saw shelf stock in middle with crosscut saw, saw off allends to dimensions. Rip off edge to width with rip saw and joint with jointer plane. Be sure to leave knife mark on piece when ripping so that it can be jointed down to the mark.

4. Saw out dado joints with back saw, cut just on the inside edge of both marks and saw a cut through the middle of joint to the same depth as the other two cuts.

5. Saw out half moon curve in shelf stock with compass saw, leave mark to be finished off with block plane down to dimensions.

QUESTIONS:

1. Why did you use jointer plane instead of block plane for edges of material?

2. Why did you use a back saw instead of the rip saw to cut out the joints in legs?

REFERENCES:

Visualized Projects in Woodwork - Sowers - p. 36
Units in Hand Woodworking - Douglas and Roberts
Saw Charts - Henry Disston and Sons, Inc.

JOB ANALYSIS SHEET

JOB	MANIPULATIVE SKILL	DIRECT TECHNICAL KNOWLEDGE	INDIRECT TECHNICAL KNOWLEDGE
Making a rabbet joint	1. Select stock. 2. Select the end to be rabbeted. 3. Square end to dimensions. 4. Take a knife and try square and lay off joint across the face. 5. Set marking guage to required depth of the rabbet and mark across the end and on the edges to the pencil lines just marked, keeping the head of the marking guage against the edge. 6. Clamp stock in vise.	1. With a backsaw start cutting in the end of the stock and saw down to the mark made for depth. 2. Reclamp stock in vise and with the backsaw, cut across the stock until you get to the first cut.	1. If saw is dull, file. 2. If joint cut out is not smooth enough, use a wood chisel and mallet. (a) Be sure chisel is sharp.

RELATED SUBJECTS

Related Mathematics and Science	500 hours
Related English	500 hours

TRAINING PROGRAM FOR CARPENTER
TRADES DIVISION
BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

UNIT NO.	UNITS OF INSTRUCTION		ALLOTED TIME (Hours)
I.	Introduction (Orientation)		17½
	1. The history of forestry and lumbering	5 hrs.	
	2. Woods and their uses	5	
	3. Planning job procedure	7½	
II.	Elementary woodwork		100
	4. Reading a working drawing	15 hrs.	
	5. Making a working drawing	10	
	6. Making a material bill	5	
	7. Layout tools	5	
	8. How to use layout tools	5	
	9. The spirit level	10	
	10. Using various power saws	10	
	11. Filing hand saws	5	
	12. Filing power saws	10	
	13. Hand planes	10	
	14. Power planes	10	
	15. Scraping tools	5	
III.	Joinery		140
	16. Project construction	40 hrs.	
	17. Pattern making	15	
	18. Design layouts	40	
	19. Wood screws	5	
	20. Various types of glue	10	
	21. Furniture repairing	30	
IV.	Simple Roof Framing		140
	22. Simple roof framing	100 hrs.	
	23. Roof covering	40	
V.	Project Construction		280
	24. Project construction	280 hrs.	
VI.	Simple Stair Construction		70
	25. Stair construction	40 hrs.	
	26. Stair wells, layout, trimming	30	
VII.	Operation of shop Machines		140
	27. Using various shop machines	140 hrs.	

UNIT NO.	UNITS OF INSTRUCTION		ALLOTED TIME (Hours)
VIII.	Exterior Trim		140
	28. Exterior trim	50 hrs.	
	29. Siding, cornices, columns	90	
IX.	Wood Finishing and House Painting		140
	30. Mixing and application of paints	40 hrs.	
	31. Wood finishing	50	
	32. House painting	50	
X.	Interior Trim		210
	33. Interior trim	60 hrs.	
	34. Fitting window sashes	60	
	35. Fitting doors	60	
	36. Flooring	30	
XI.	Hardware		30
	37. Various kinds of hardware	30 hrs.	
XII.	Auxiliary Information		92½
	38. Beams, girders, purlins	47½ hrs.	
	39. Estimating	15	
	40. Blue print reading	10	
	41. Mechanical drawing	15	
	42. Sketching	5	
	Total number of shop hours		1500
	Fundamental course in related English		500
	Fundamental course in related mathematics and science		500
	Total number of hours required for completion		2500

B E T H U N E - C O O K M A N   C O L L E G E

Daytona Beach, Florida

COURSE OUTLINE

I. Title: Tailor II

II. Length of Course: Two years (100 weeks or 1500 clock hours)

III. Prerequisite for Admission:

A. The student must have an eighth grade education or its equivalent.

B. The student must be physically and mentally adapted to the training.

IV. Course Objective:

VE 12 (First year) This course is designed to teach the fundamentals of tailoring, which includes the types of tools and machines and their uses, types of stitches, both hand and machine, plus the type of seams. This is followed with detailed instruction in measuring for trousers and drafting and designing trousers. The student is also taught the complete construction in trousers operations, which includes buttonhole operations. He also learns to finish, block, and press garments.

VE 13 (Second year) The student is carried through a brief review of his first year's work and the basic theory which leads to coat construction.

Although the student is not expected to make a coat alone, he is taught all of the special operations of a coat. Example: Measuring for coat, drafting, operating under and top collars, sleeves, sleeve linings, and the detailed operations of buttonholes. To make up coat fronts and canvas, he learns to baste all edges even, baste in yokes, sleeves, and shoulder pads. He learns to baste on under and top collars. The student stitches some parts of the coat permanently with the machine.

If the student's buttonhole skill is advanced enough, he is sometimes given a chance to work the buttonhole in the coat. The student is taught selection of styles and fashions of coats to suit special individuals and how to press the garment.

V. Aims: The student must by all means make up every hour lost regardless of the condition that causes the absence.

The student is carried on field trips to visit other schools of this type and private shops.

After which, classroom discussion is conducted on findings.

VI. Job Qualifications:

A. Tailor I Helper
B. Small Tailor Shop Operator
C. Alteration Tailor (Simple)
D. On-the-job Training under Tailor I

VII. Course Outline: In terms of unit clock hours:

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
1	Fundamentals and basic theory	40
2	Types of tools and machines	10
3	Use and care of tools and machines	10
4	Identification of materials	25
5	Estimating yardage of materials	15
6	Types of stitches (hand)	16
7	Types of seams	25
8	Types of pockets	25
9	Placing and sizing pockets	30
10	Use of certain pockets	25
11	Operating pockets	80
12	Sewing on buttons	7
13	Materials used for buttonholes	7
14	Specification and placement of buttonholes	35
15	Measuring for trousers	30
16	Drafting trousers	80
17	Designing trousers	30

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
18	Shrinking materials	7
19	Trousers layout	40
20	Cutting trousers	40
21	Thread and chalk marking trousers	18
22	Trimming trousers	30
23	Serging trousers	14
24	Operating trousers	250
25	Finishing trousers	40
26	Blocking and pressing trousers	25
27	Types and styles of coats	30
28	Measuring for coats (explanation)	30
29	Coat layout	50
30	Chalk and thread marking coats	15
31	Cutting coats	50
32	Binding edges and why N.H.	7
33	Measuring for collars	35
34	Chalk and thread marking collars	7
35	Cutting under and top collars	30
36	Cutting collar canvas N.H.	15
37	Putting on under and top collars N.H.	50
38	Measuring for sleeves N.H.	25
39	Sleeve layout	15
40	Operating sleeve N.H.	50
41	Pressing sleeves N.H.	7
42	Hanging sleeves N.H.	60
43	Finishing and pressing coat	20
44	Cutting and operating canvas	50

VIII. Bibliography:

A. Regal Garment Cutters by American Gentleman Publishing Company
    1. The American Gentleman
    2. The American Gentlewoman (Volumes I & II)

B. Pattern Companies
    1. Master Designers and Patterns
    2. Mitchell's Chart of Normal and Abnormal Measurements
    3. Pratt's Chart of Human Proportions
    4. Detmer, Bruner and Mason's Test for Woolens
    5. Lutkin's Tailor's Tools
    6. Singer's Machine Guide

C. Manufacture of Men's Clothing by Martin E. Popkin
D. Modern Tailoring for Women by Frances F. Mauck, M.A.

RELATED SUBJECTS

Related Mathematics and Science	500 hours
Related English	500 hours

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

TAILORING AND DESIGNING

COURSE OUTLINE

AIM:

To teach the student so that he will become a tailor II or a finish tailor's helper. This course goes even further - it helps the student to appreciate the beauty of a well fitted and constructed garment. This individual is also instructed to seek business for himself by which he can do much to help others appreciate the beauty in well tailored garments. Therefore, in the tailoring business he can help to shape the personalities of his customers.

Therefore, the course helps to fit the student for service in his community.

During the first years we try to give the student the general theory in care and uses of tools, equipment and complete instruction of trousers drafting, drafting and operations.

We teach the students the fundamentals in stitching (hand and machine), the type and uses of materials.

The second year the student's work is centered around the drafting, designing and operating a complete coat and vest. There must be some individual instruction in a course of this type. Therefore, we'll have some students that will progress faster than others. In this case those students will receive training in ladies designing and garment construction. In the case of a student who doesn't complete the two year course, he is advised to study longer.

During the whole course of study, the student is reminded of the possibilities of securing employment, the importance of operating private businesses when possible. By all means we feel that all students should know the leading companies from which to secure their supplies and ecuipment.

Since it is an established fact that an individual must work and study years before he is considered a finish tailor, each student is advised to do additional study upon completion of this course.

OUTLINE

FIRST YEAR

COURSE NO. VE - 12

I. Fundamentals and theory

- A. Who should study tailoring
- B. Why one studies tailoring
- C. The future in being a tailor

II. Tools

- A. Type of machines
- B. Types of tools
- C. Use of tools and machines
- D. Care of tools and machines
- E. Equipment and tools for drafting

III. Materials

- A. Identification of materials
- B. Estimation of yardage

IV. Types of stitches

- A. Hand stitching
- B. Machine stitching

V. Types of seams

- A. Welt seams
- B. French seams

VI. Pockets

- A. Types of pockets
- B. When to use certain pockets
- C. Operating pockets
- D. Pocket placement
- E. Size of pockets

VII. Buttons

- A. Sewing of buttons
- B. Operating buttonholes
- C. Specification of buttonholes, material and equipment
- D. Placement of buttons and buttonholes

VIII. Trousers

- A. Style of trousers
- B. Trouser measurements
- C. Drafting trousers
- D. Designing trousers
- E. Shrinking material
- F. Trouser layout
- G. Cutting trousers

IX. Special Features of Trousers

- A. Trimming garment
- B. Thread marking
- C. Special designing
- D. Chalk, marking material
- E. Serging material and why
- F. Operating trousers
- G. Trousers finishing

OUTLINE
SECOND YEAR

COURSE NO. VE - 3

I. Coats

- A. Style of coats
- B. Type of coat
- C. Measurements and definition of measurements
- D. Drafting of coats
- E. Designing of coat
- F. Coat layout
- G. Cutting coat

II. Special Feature of a Coat

- A. Thread and chalk marking
- B. Serging material

III. Collars

- A. Collar measuring
- B. Collar drafting
- C. Cutting of collar (under and top)
- D. Thread marking collar

IV. Sleeves

- A. Measurement of sleeves
- B. Drafting of sleeves
- C. Cutting sleeves
- D. Thread marking sleeve

V. Completing Coats

- A. Operating coat
- B. Coat finishing
- C. Pressing of coat
- D. Operating collar
- E. Putting on collar
    - 1. under collar
    - 2. top collar
- F. Operating sleeve
- G. Hanging sleeve

VI. Use of canvas in a coat

- A. Cutting canvas for coat
- B. Operating canvas
- C. Proper placing of canvas
- D. Selection of trimming

VII. Vests

- A. Measuring for vest
- B. Drafting vest
- C. Designing vest
- D. Cutting vest
- E. Operating vest

VIII. Ladies tailoring

- A. Ladies skirts
- B. Ladies coats
- C. Ladies slacks

BIBLIOGRAPHY

Regal Garment Cutters - by American Gentleman Publishing Company

1. The American Gentlewoman
2. The American Gentleman
3. Master Designers and patterns
4. Mitchelis charts of normal and abnormal measurements
5. Prattis chart of human proportions
6. Detmer, Bruner and Mason's test for woolens
7. Lufkins Tailors Tools
8. Singer's Machine Guide

Manufacture of Men's Clothing by Martin E. Popkin
Modern Tailoring for Women by Frances F. Mauck, M. A.

TRAINING PROGRAM FOR CARPENTER
TRADES DIVISION
BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
I	Introduction (Orientation)	17½
	The History of Forestry and Lumbering Woods and their uses Planning job procedure	
II	Elementary woodwork	140
	Reading a working drawing Making a working drawing Making a material bill Layout tools How to use layout tools The spirit level Using various hand saws Using various power saws Filing hand saws Filing power saws Hand planes Power planes Scraping tools	
III	Joinery	140
	Project construction Pattern making Design layouts Wood screws Various types of glue Furniture repairing	
IV	Simple Roof Framing	140
	Simple roof framing Roof covering	
V	Project Construction	280
	Project construction	
VI	Simple Stair Construction	70
	Stair construction Stair wells, layout, trimming	
VII	Operation of Shop Machines	140
	Using various shop machines	

Page 2
Training Program for Carpenter
Trades Division
Bethune-Cookman College
Daytona Beach, Florida

UNIT NO.	UNITS OF INSTRUCTION	ALLOTED TIME (Hours)
VIII	Exterior Trim Exterior trim Siding, cornices, columns	140
IX	Wood Finishing and House Painting Mixing and application of paints	140
X	Interior Trim Interior trim Fitting window sashes Fitting doors Flooring	210
XI	Hardware Various kinds of hardware	70
XII	Auxiliary Information Beams, girders, purlins Estimating Bluepring reading Mechanical drawing Sketching	52½

Total Number of Hours Required for Course 1540 1500

Total Length of Course 2 Years (22 months) 2500

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

COURSE OUTLINE

VE-5 and VE-6
ELECTRICITY

COURSE AIMS AND OBJECTIVES

The electrical course is in reality two courses designed to prepare the student for employment in the industry on the level of a journeyman electrician, the division is made to facilitate classification and to provide a stopping-off point for students who find it impossible to complete the whole course.

The specific objective of Course Number VE-5 is to prepare the student for employment as an Electrician's Helper. This course provided a basis for the further study of Electricity.

The objective of Course Number VE-6 is the preparation of the student to a level comparable to that of a Journeyman Electrician.

The student should possess at completion sufficient knowledge of General Electricity to successfully pass an examination for issuance of a Journeyman's License.

PREREQUISITES

VE-5 Eighth grade education or equivalent. Demonstration of mechanical aptitude.

VE-6 Completion of VE-5 or equivalent, (equivalent determined by test)

ELECTRICITY
VE-5

(Units 1 and 2)

In this course the ground work is done for a basic understanding of the general principles of electricity. The student is taught the types of electrical current, principles and measurements, wire sizes and types, theory of grounding, house wiring methods, methods of commercial wiring, principle of electric motors, house wiring fixture and their uses of underwriters codes and safety methods. Students can qualify for Electrician's Helper on completion of course.

UNIT I

I. Theory and Basic Principles

  A. Underwriters and Codes
    1. Underwriters' Laboratories
    2. Re-examination Service
    3. Trial Installations
    4. Purpose of Underwriters
    5. How Underwriters are Supported
    6. Identification
    7. How to Recognize Approved Merchandise
    8. National Electrical Code
    9. Enforcement of Codes
    10. Local Codes

  B. Principles and Measurements
    1. Volts
    2. Kilovolts
    3. Ampers
    4. Watts
    5. Kilowatts
    6. Watt-hours
    7. Kilowatt-hours
    8. Reading meters
    9. Ohm's Law
    10. Dangerous Voltages
    11. Operating Voltages
    12. Effects of Electricity

  C. Types of Current
    1. Direct Current
    2. Alternating Current
    3. Two-phase Current
    4. Three-phase Current
    5. Polyhase Current

D. Devices and Circuits
  1. Bulbs
  2. Toggle Switches
  3. Double-pole Switches
  4. Three-way Switches and Four-way Switches
  5. Series Wiring
  6. Parallel Wiring
  7. Receptacles (Ceiling and Wall)

E. Over Current Devices
  1. Need for Protective Devices
  2. Fuses
  3. Circuit Breakers
  4. Joining Different Sizes of Wire

F. Types of Sizes of Wires
  1. Stranded Wires
  2. Rubber-covered
  3. Varnished Combric Insulation
  4. Slow-Burning Wire
  5. Slow-Burning Weather Proof Wire
  6. Abesto-covered wire
  7. Cable
  8. Non-metallic Sheathed Cable
  9. Armored Cable
  10. Lead-covered Cable
  11. Armored-lead Cable
  12. Type RW rubber-covered Wire
  13. Parkway Cable
  14. Weather Proof Wire
  15. Lamp Cords
    (a) Type PO
    (b) Type POSJ
    (c) Type C
    (d) Types S and SJ
  16. Fixtures Wire
  17. Low Voltage Wire
  18. Annunciator Wire

G. Selection of Wire Sizes
  1. Advantage of Low Voltage Drop
  2. Practical Voltage Drops
  3. Determining minimum wire size
  4. Calculating voltage drops by Ohm's Law
  5. Desirability of Higher Voltages
  6. Three-phase Voltage Drop
  7. Voltage-drop tables
  8. Out Door Wiring

H. Wire Connections and Joints

  1. Removing Insulation
  2. Terminals
  3. Making the Splice

4. Taps
5. Fixture Joints
6. Splices in lamp cords
7. Soldering
8. Splicing Compound
9. Friction tape
10. Soldering Lugs
11. Solderless Connectors
12. Solderless Connectors
    (a) Heavy-duty

I. Theory of Grounding
   1. Purpose of grounding
   2. Voltage to Ground
   3. Equipment grounds
   4. Continuous grounds
   5. White Wire
   6. Polarizing
   7. Polorized Terminals
   8. Methods of grounding

J. Outlet and Switch Boxes
   1. Purpose of Boxes
   2. Common types of outlet boxes
   3. Depth of outlet boxes
   4. Depth ofswitch boxes
   5. Material and finish of boxes
   6. Number of wires entering boxes
   7. Supporting outlet boxes
   8. Outlet box covers
   9. Surface boxes
   10. Boxes on brick walls

K. Different Wiring Methods
   1. Rigid conduit
   2. Cutting conduit
   3. Bending conduit
   4. Supporting conduit
   5. Mechanical installation
   6. Bushings
   7. Flexible conduit

L. Branch Circuits and Service
   1. Advantages of numerous branch circuits
   2. Determining number of circuits
   3. Types of branch circuit
   4. Service entrance
      (a) Service drop wires
      (b) Uninsulated wire
   5. Types of Service Entrance Cable
      (a) Disconnecting means
      (b) Service switches
      (c) Two-wire or three-wire
      (d) Overcurrent protection in services wires

M. Adequay
  1. Factors in Adequate Wiring
    (a) Service entrance
    (b) Wire sizes
    (c) Circuits
    (d) Receptacle outlets
    (e) Lighting outlets
    (f) Miscellaneous outlets
    (g) Adequacy by rooms

N. Good Lighting
  1. Extent of defective vision
  2. What is good lighting
  3. How light is measured
  4. Candle power
  5. Lumens
  6. Glare
  7. Reflection
  8. Lamp bulbs

UNIT II

I. Actual Wiring: Residental and Farm

A. Planning and installation
  1. Symbols
  2. Typical plans
  3. Making plans
B. Installation of Service Entrance and Ground
  1. Meter
    (a) Indoor meters
    (b) Water meters
  2. Service
    (a) Switch
    (b) Insulators
    (c) Head
  3. Grounding
    (a) Underground services
    (b) Method of grounding
    (c) Grounding wire
    (d) Complete ground
    (e) Artificial grounds
C. Installation of Specific Outlets
  1. Ceiling outlet
  2. Receptacle outlet
  3. Combining three outlets

II. Finishing: Installation of Switches and Other Devices
  1. Installing switches, receptacles, etc.
  2. Soldering
  3. Attaching wall plates
  4. Wiring lighting fixtures
  5. Hanging the fixtures
  6. Mounting wall brackets
  7. Adjusting height of fixtures

III. Miscellaneous Wiring

1. Electric ranges
2. Water heaters
3. Low-voltage circuits
4. Transformers
5. Low voltage wiring
6. Telephones
7. Radio wiring
8. Outdoor wiring

IV. Old Work

1. Conduit method
2. Knob and tube
3. Cable wiring
4. Cutting openings
5. Temporary openings
    - (a) Mounting outlet boxes
    - (b) Mounting switch boxes
6. Cables
    - (a) Behind base board
    - (b) Behind molding
    - (c) Through attic
    - (d) Through basement
    - (e) Around corner
    - (f) From second to first floor
7. Use Common sense and patience

V. Farm Wiring

1. Service entrance
    - (a) Entrance at house and barn
2. Buildings fed through another building
3. Barn wiring
4. Poultry houses
5. Other buildings
6. Yard lights

VI, Insolated Lighting Plants

1. Types of plants
    - (a) Six-volt plants
    - (b) Twelve-volt plants
    - (c) Thirty-two volt plants
    - (d) 115-volt plants
2. Theory of Batteries
    - (a) Ampere-hours
    - (b) Efficiency of storage batteries
    - (c) Watt-hour capacity
    - (d) Life of batteries
    - (e) Care of batteries

VII. Wiring Apartment Houses

1. Planning Individual Apartment
    - (a) Determining feeder to individual apartment
    - (b) Determining service entrance

2. Planning three-apartment installation
    (a) Service entrance for three-apartment
3. Planning 44-apartment installation
    (a) Service entrance
    (b) Service entrance switch
4. Door openers
5. Miscellaneous

ELECTRICITY
VE-6

(Units 3 and 4)

This course covers the planning and installation of service entrances into home and commercial buildings, farms wiring, theory and construction of electric motors, motor repairs of household electrical appliances, motor branch circuits and panel construction. Course has high content of laboratory work where student receives actual work experience. Student should be eligible to take an examination for Journeyman Electrician's rating upon completion of course.

UNIT III

I. Actual Wiring: Non-residential Projects

A. Planning Non-residential Installations
  1. Heavy-duty lamp holders
  2. Branch Circuits
      (a) Fifteen-ampere
      (b) Twenty-ampere
      (c) Twenty-five-ampere
      (d) Thirty-five-ampere
      (e) Fifty-ampere
  3. Feeders
      (a) Size
      (b) Lighting load
      (c) Appliance
      (d) Motor
  4. Grounding
      (a) System grounds
      (b) Equipment grounds
      (c) Common grounds

B. Problems in Non-Residentials Wiring
  1. Conduit fitting
  2. Continuity of ground
  3. Switches

C. Wiring Schools and Churches
  1. Foot-candles required
  2. Types of fixtures recommended
  3. Automatic lighting control
  4. Code requirement for schools
      (a) For churches

- D. Wiring Offices
  - 1. Code requirement
  - 2. Receptacle outlets
  - 3. Types of fixtures
  - 4. Flexibility
  - 5. Equipment
    - (a) Signaling
    - (b) Control
- E. Wiring Stores
  - 1. Foot-candle recommendations
  - 2. Code requirement
  - 3. Type of lighting equipment
  - 4. Show-window lighting
- F. Wiring Miscellaneous Occupancies
  - 1. Factories
  - 2. Theaters

UNIT IV

I. Theory and Motor Repair

- A. Split-phase motors
  - 1. Main parts
  - 2. Operation
  - 3. Procedure for analyzing trouble
  - 4. Rewinding
  - 5. Reversing
  - 6. Two-speed
    - (a) Split-phase
  - 7. Troubleshooting and repair
- B. Capacitor Motors
  - 1. The capacitor
  - 2. Capacitor-start
  - 3. Capacitor start- and - run
  - 4. Troubleshooting and repair
- C. Repulsion-Type Motors
  - 1. Construction
  - 2. Repulsion - start
    - (a) Induction-run
  - 3. Repulsion
  - 4. Repulsion induction
  - 5. Troubleshooting and repair
- D. Polyphase Motors
  - 1. Three-phase
  - 2. Two-phase
  - 3. Rewinding and reconnecting
  - 4. Troubleshooting
- E. Alternating-Current Motor Control
  - 1. Starters
  - 2. Controllers
  - 3. Troubleshooting

F. Direct-Current Armature Winding
   1. Typical winding for a small amarture
   2. Lap winding
   3. Wave winding
   4. Rewinding procedure
   5. Troubleshooting and repair
G. Direct-Current Motors
   1. Construction
   2. Connections of D-C motors
   3. Construction of the field coils
   4. Connecting
   5. Reversing
   6. Troubleshooting and repair
H. Direct-Current Motor Control
   1. Manual Controllers
   2. Automatic controllers
   3. Troubleshooting and repair
I. Universal Motors
   1. Construction of the universal motor
   2. Operation of the universal motor
   3. Rewinding the field coils
   4. Connecting the field coils and armature
   5. Reversing the universal motor
   6. Winding the armature
   7. Speed control of universal motors
   8. Troubleshooting and repair of a universal motor
J. Shaded-Pole Motors
   1. Construction of the shaded-pole motor
   2. Operation of the shaded-pole motor
   3. Shaded-pole windings
   4. Reversing a shaded-pole motor
K. Fan Motors and Speed Control
   1. Floor-type fans
   2. Wall and desk fans
   3. Fans for unit heaters
   4. Single-speed fan motors
L. Direct-Current Generators
   1. Operation of the D-C generators
   2. The separately excited generator
   3. The self-excited generator
   4. Differentially connected generators
   5. Inter poles
   6. Changing a compound motor to a generator
   7. Regulating the generated voltage
   8. How to measure voltage and current of a generator
   9. Connecting compound generators in parallel
   10. Troubleshooting and repair of a direct-current generator
M. Synchronous Motors and Generators
   1. Synchronous motors with excited rotor
   2. Operation of the synchronous motor
   3. Windings
   4. Synchronous motors with nonexcited rotors
   5. Synchronous clock motors
   6. Synchronous generators

N. Synchros
  1. Construction of the synchros
  2. Operation of the synchros
O. Electronic Control of Motors
  1. Theory of electron tube
  2. Half-wave rectification
  3. Full-wave rectification
  4. Gas-filled tubes
  5. The triode
  6. The thyratron
  7. The photo tube

SAMPLE
COMBINED JOB, OPERATION, AND INFORMATION SHEET

JOB H - 7

To Tin A Soldering Copper

Purpose: To properly shape, clean and tin a soldering copper

General Explanation: A soldering iron performs one and generally two distinct functions in the process of soldering, namely:

1. A means of conveying heat to the parts to be soldered.

2. A means of conveying solder to the parts to be soldered.

The condition of a soldering iron determines the quality of work and speed with which work can be accomplished. The care of one's soldering iron is generally a good indication of the workmanship to be expected.

A soldering iron which receives much use should be periodically dressed up by means of a file, and retinned. If a copper is allowed to become over heated, the tinning will be burnt off and a hard oxide scale formed. This scale must be removed and the iron retinned before it can be re-used.

Soldering requires heat. A soldering iron may be heated on a gas stove, a coal stove, or a gasoline torch. Soldering irons cannot, however, be heated properly in the yellow or illuminating flame of the gas because it smokes the soldering iron and also because it is not hot enough. It needs a blue flame, same as given on a gas stove, or a good clean coal fire. If possible, when heating the iron, the blue flame should come in contact with the large part of of the iron. This method of heating does not burn the solder from the "tip" as quickly and the iron will retain its heat longer.

Materials and Tools: Several soldering irons in various conditions, hammer, coarse file, anvil, vise, blowtorch, or other suitable means of heating the irons, solder, flux, and jar of water.

Procedure:

1. Heat a soldering copper until it is red hot. (This is only necessary where the iron is in bad condition).
2. Plunge the iron into water to remove the scale.
3. Shape the iron on the anvil to any form desired.
4. Place the iron in a vise and "dress" the iron until there is a smooth clean surface on all sides of the point.
5. Reheat the iron.
6. (a) Rub each face of the iron on a cake of sal ammoniac on which has been placed some solder, or
   (b) Apply rosin-core solder to the iron,rest on a tin surface, or
   (c) Apply any suitable flux and solder to the iron on a tin surface, or
   (d) Apply granular sal ammoniac or other flux and solder to the iron on the surface of a soft brick.
7. Reheat and repeat the last step in the tinning process, if the iron has not been tinned properly.

General Information: The four essentials of good soldering are:

1. The soldering iron tip should be nicely tinned and of the proper shape.
2. The copper should be heated to a temperature below red heat yet sufficient to quickly heat the work to be soldered.
3. A good soldering flux should be used.
4. Metals to be soldered must be thoroughly cleansed before the joint is made.

To tell when the soldering iron is hot enough, try it it by putting the solder to the point. If the solder melts as soon as it touches the iron it is hot enough and ready to use. If the iron turns color or if the flame used in heating the iron is greenish, it is a sign the iron is becoming overheated.

In using rosin-core solder, care must be exercised to avoid what is know as "rosin joints." These joints are caused by using a cold soldering iron, resulting in the solder sticking to the flux, which flows over the joint, rather than to the underlying metal.

QUESTIONS:

1. Define soldering.
2. What is the object of soldering?
3. What is solder?
4. Of what metals is solder made?
5. What takes place when metals are heated in preparation for soldering?
6. What is meant by "half-and-half" solder?
7. What is a soldering flux?
8. What is this soldering flux used for?
9. Name two nonacid fluxes.
10. Why not use an acid flux in electrical work?
11. Give two advantages of the use of rosin as a flux.
12. How may a paste flux be made?
13. Name two types of soldering irons.
14. Of what metal is a soldering iron made? Why?
15. What is meant by "tinning" an iron?
16. Describe one method of "tinning" an iron.
17. What is the object of "tinning" an iron?
18. How may oxide scales be removed from an iron in another way than by filing?
19. What care must be exercised in the use of rosin core solder?
20. Name four essential points of good soldering.

RELATED SUBJECTS

Related English	500 hours
Related Mathematics and Science	500 hours

TRAINING PROGRAM FOR JOURNEYMAN ELECTRICIAN
TRADES DIVISION
BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

UNIT NO.	UNIT OF INSTRUCTION	ALLOTED TIME (Hours)
1	Underwriters code	20
2	Principles and measurement of electricity	25
3	Types of current, power factor transformers	30
4	Basic devices and circuits	20
5	Over current devices	25
6	Types and sizes of wire	30
7	Selection of wire sizes	20
8	Wire connections and joints	20
9	Theory of grounding	20
10	Outlets and switch boxes	35
11	Different wiring methods	25
12	Branch circuits and service entrance	30
13	Adequacy	20
14	Good lighting	25
15	Residential and farm motors	25
16	Planning and insulation	39
17	Installation of service entrance and ground	54
18	Installation of special outlet	54
19	Finishing	49
20	Miscellaneous wiring	43
21	Old work	59
22	Farm wiring	49
23	Isolate lighting plants	30
24	Wiring of apartment houses	59
25	Non-residential	39
26	Wiring of schools and churches	20
27	Wiring offices and stores	22

UNIT NO.	UNIT OF INSTRUCTION	ALLOTED TIME (Hours)
28	Problems in non-residential wiring	41
29	Wiring currents over 600 volts	45
30	Use of code table	62
31	Residential wiring	42
32	Insulation of ground cables	31
33	Wiring for range and water heaters	41
34	Low voltage wiring	31
35	Electrical motor theory	10
36	Wiring for motors	23
37	Motor branch circuit	33
38	Single phase motors	26
39	Three phase motors	22
40	Speed control	21
41	Motor controllers	23
42	Compound motors	22
43	Armature testing of D. C. motors	19
44	Armature testing of A. C. motors	21
45	Motor trouble shooting	21
46	Motor parts	23
47	Electric motor characteristics	12
48	Electrical motor repairs	24
49	Motor rewiring	26
50	Motor trouble shooting	19
51	D.C. motors	23
52	Theory of refrigeration	7
53	Total number of shop hours - - - - - - - - - - - - - -	1500
	Fundamental course in related English - - - - - - -	500
	Fundamental course in related mathematics & science -	500
	Total number of hours required for completion - -	2500

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

AUTO MECHANICS

COURSE OUTLINE

TITLE: Auto Mechanics

LENGTH OF COURSE: Two years (100 weeks or 1500 clock hours)

PREREQUISITES

1. Seventh grade level or its equivalent.
2. Mechanical aptitude that will enable him to perform the manipulative skills pertaining to Auto Mechanics

COURSE AIM: This course is designed to prepare the student for employment as an Automobile Mechanic.

COURSE OBJECTIVES: To give to the student the necessary related information.
To help him develop the manipulative skills that will make him employable as an Automobile Mechanic.
Included in the course will be the study of methods and repair of the power plant, power train, control system, electrical system and the body and frame.

VE - 1

Unit I. Introduction

- A. The Mechanic's Tools
  - 1. Hand tools
  - 2. Machine tools
- B. Terms used in course
  - 1. General shop terms
  - 2. Specific manufacturers terms

C. The Equipment

   1. Mechanic equipment
   2. Hydraulic equipment
   3. Electric equipment
   4. Air equipment
   5. Vacuum equipment

D. The Shop

   1. Arrangement of hand tools in shop
   2. Arrangement of stationary equipment
   3. Arrangement of portable equipment
   4. Arrangement of bulletin board
   5. Arrangement of training aids

Unit II. Principal Parts of an Automobile

A. Frame

   1. X-frame
   2. Y-frame
   3. H-frame

B. Running Gears

   1. Axles
   2. Rear axle housing
   3. Torque tube or arm
   4. Radius rod
   5. Wheels
   6. Tire rod and drag link
   7. Wheel bearing
   8. Spring shock absorbers and stabilizers

C. Power Unit

1. Engine
2. Transmission
3. Clutch
4. Propeller shaft
5. Universal joint
6. Differential
7. Drive axles

Unit III. Accessory for Operation

A. Fuel System

1. Storage tank
2. Fuel pump
3. Gasoline line
4. Gasoline strainer
5. Carburetor
6. Air filter

B. Lubrication System

1. Reservoir
2. Circulating pump
3. Connecting piping
4. Filter

C. Electrical System

1. Starter
2. Ignition
3. Generator
4. Lighting

D. Cooling System

1. Radiat
2. Radiator connection

    3. Pump
    4. Fan
    5. Jackets
- E. Control Levers
    1. Steering wheel
    2. Accelerator
    3. Transmission Levers
    4. Clutch pedal
    5. Brake pedal
    6. Starter button
    7. Choke cable

Unit IV. The Gas Engine

- A. Parts of Engine
    1. Block
    2. Cylinder
    3. Crank case
    4. Piston pin
    5. Bearing
    6. Oil pump
    7. Valves
    8. Synronizing units
    9. Connecting rod
    10. Crank shaft
    11. Cam shaft
    12. Fly wheel and ring gear

Unit V. Fuel System

- A. Storage Tank
    1. Inlet and outlet
    2. Baffle plates
    3. Tank capacity

B. Fuel Pump

1. Electrical pump
2. Vacuum pump

C. Carburetors

1. Up draft
2. Down draft

TEACHING METHODS AND PROCEDURES

To facilitate the proper handling of a group composed of students of various levels of learning, the course has been broken down into lessons, each lesson composed of a job or part of a job. In each lesson a definite effort is maintained to provied a new learning situation, a different one from the last.

The "lesson" is an individual or small group project and is assigned by the use of the job sheet, (sample enclosed.) The job sheet is the "Assignment Sheet" and gives the student the scope of the particular lesson, along with the job sheet, the student receives two other sheets, the "Operation Sheet", and the "Information Sheet", each having a definite area of instruction.

With the use of these instruction sheets, the need for individual attention by the instructor is minimized, thus allowing more instructor time per student, making for a more effective program.

SAMPLE JOB SHEET

UNIT: Distributor Points

JOB: Installing Distributor Points

OBJECTIVE: To Teach Procedure of Installing Points

1. Equipment: Fender cloth, air blower
2. Tools: Screwdriver, ignition wrenches, feeler guage, and pliers
3. Material: Breaker Points

SAMPLE OPERATION SHEET

UNIT: Distributor Points

JOB: Installing Distributor Points

OPERATION: Removing Distributor Points

OBJECTIVE: To teach Procedure of Removing Points

OPERATION

1. Remove distributor cap
2. Remove rotor
3. Remove screw from ignition point arm
4. Remove lock nut from point
5. Remove point screw
6. Remove point and arm

SAMPLE INFORMATION SHEET

Course: Auto Mechanics

Unit: Distributor

Job: Install Distributor Points

Operation: Removing and replacing distributor points

Objective: To teach Procedure of installing points

INFORMATION

1. Do not try to remove cap with motor running
2. If rotor is stuck, prise upward at rotor base with screwdriver, moving screwdriver gradually around base using little force so as not to break rotor.
3. Be sure screwdriver point is not too large or too small, so as not to damage screw.
4. Select proper wrench, because locknut does not come with the point.
5. Remove point screw with pliers.
6. Be careful not to drop screw in distributor, they are sometimes hard to get.

VE - 2
Second Year

Unit I. **Axles**

- A. Plain
- B. Semi-floating
- C. Three Quarter floating
- D. Full floating

Axles Houseings

- A. Split type
- B. Banjo type

Torque-Tube or Arms

- A. Hollow
- B. Solid

Radius Rod

- A. Hollow
- B. Solid

Wheel Alignment

- A. Tire rod ends
- B. Drag link
- C. Wheel bearings
- D. Spring shock absorbers

Unit II. **The Electrical System**

- A. Starter
- B. Ignition
- C. Lighting
- D. Generator
- E. Battery
- F. Distributor

G. Coil

H. Condenser

I. Wires

J. Voltage regulator

K. Horn and horn relay

L. Spark plugs

Unit III. Cooling System

A. Radiator

B. Water pump

C. Water jackets

D. Fan belt

E. Fan

Unit IV. Brakes

A. Internal

B. External

C. Mechanical brake rods and cable

D. Hydraulic brake lines and cylinders

E. Brake drums

F. Brake shoes

G. Hand brake lever (emergency)

Unit V. Running Gear

A. Transmission power

B. Selective transmission

C. Special transmission

D. Synchro-mesh transmission

E. Hudson bendix electo vacuum transmission

F. Chevrolet Vacuum shift transmission

G. Oldsmobile automatic transmission

H. Transmission units and type of gears

    1. First gear
    2. Second gear
    3. Third gear
    4. Reverse gear
    5. Planetary gears
    6. Spur gears
    7. Herringbone gears
    8. Helical gears

- I. Clutch
    1. Purpose of a clutch
    2. Types of clutch
        - a. Cone clutch
        - b. Plate clutch
        - c. Dish clutch
        - d. Centrifrugal clutch
        - e. Hudson wet clutch
        - f. Grease and oil soaked clutch
- J. Universal and Porpeller Shift
    1. Slip joint
    2. Fabric universal
    3. Front drive universal
    4. Bendix Weiss universal
    5. Studebaker rubber monted

Unit VI. Differential

- A. Parts
    1. Shaft
    2. Shaft lock pin
    3. Ring gear

4. Differential side gears

5. Thrust back space

6. Bearings

7. Adjustment locks

8. Axle drive

9. Pinion gear

B. Types of Differential

1. Internal gear drive

2. Double reduction

3. Hatchkiss drive

4. Torque tube drive

5. Shain drive with sparcket

6. Two speed rear drive

RELATED SUBJECTS

Related Mathematics and Science	500 hours
Related English	500 hours

Lee

BETHUNE-COOKMAN COLLEGE

COURSE OUTLINE

AUTO MECHANICS

Course Number VE-1

Aim: This course is designed to prepare the student for the employmental status of Service Station Attendant, or Mechanic's Helper.

Objective: To impart the student the necessary information as to equip him with knowledge sufficient to do minor repair and maintainance operations expected of a mechanic of the station of his aim.

Length of course: one (1) year, (48 weeks.)

UNIT I. Introduction
1. The Mechanic's Tools
    - (a) Hand tools
    - (b) Machine tools
2. Terms used in course
    - (a) General shop terms
    - (b) Specific manufacturers terms
3. The Equipment
    - (a) Mechanical Equipment
    - (b) Hydraulic equipment
    - (c) Electric equipment
    - (d) Air equipment
    - (e) Vacuum Equipment
4. The Shop
    - (a) Arrangement of Hand tools in shop
    - (b) Arrangement of Stationary equipment
    - (c) Arrangement of portable equipment
    - (d) Arrangement of bulletin board
    - (e) Arrangement of training aids

UNIT II. Principal Parts of An Automobile
1. Frame
    - (a) X-frame
    - (b) Y-frame
    - (c) H-frame
2. Running Gears
    - (a) Axles
    - (b) Rear axle housing
    - (c) Torque tube or arm
    - (d) Radius rod
    - (e) Wheels
    - (f) Tire rod and drag link
    - (g) Wheel bearing
    - (h) Spring shock absorbers and stablizers
3. Power Unit
    - (a) Engine
    - (b) Transmission
    - (c) Clutch
    - (d) Propeller shaft
    - (e) Universal joint
    - (f) Differential
    - (g) Drive axles

UNIT III. Accessory for Operation
1. Fuel System
    - (a) Storage tank
    - (b) Fuel pump
    - (c) Gasoline line
    - (d) Gasoline strainer
    - (e) Carburetor
    - (f) Air filter

2. Lubrication System
    (a) Reservoir
    (b) Circulating pump
    (c) Connecting piping
    (d) Filter
3. Electrical System
    (a) Starter
    (b) Ignition
    (c) Generator
    (d) Lighting
4. Cooling System
    (a) Radiat
    (b) Radiator connection
    (c) Pump
    (d) Fan
    (e) Jackets
5. Control Levers
    (a) Steering wheel
    (b) Accelerator
    (c) Transmission Levers
    (d) Clutch pedal
    (e) Brake pedal
    (f) Starter button
    (g) Choke cable

UNIT IV. The Gas Engine
1. Parts of Engine
    (a) Block
    (b) Cylinder
    (c) Crank case
    (d) Piston pin
    (e) Bearing
    (f) Oil pump
    (g) Valves
    (h) Synronizing units
    (i) Connecting rod
    (j) Crank shaft
    (k) Cam shaft
    (l) Fly wheel and ring gear

UNIT V. Fuel System
1. Storage Tank
    (a) Inlet and outlet
    (b) Baffle plates
    (c) Tank capacity
2. Fuel Pump
    (a) Electrical pump
    (b) Vacuum pump
3. Carburetors
    (a) Up draft
    (b) Down draft

Teaching Methods and Procedures

To facilitate the proper handling of a group composed of students of various levels of learning the course has been broken down into lessons each lesson composed of a job or part of a job. In each lesson a definite effort is maintained to provide a new learning situtation, a different one from the last

The "lesson" is an individual or small group project and is assigned by the use of the job sheet, (sample enclosed.) The job sheet is the "Assignment Sheet" and gives the student the scope of the particular lesson, along with the job sheet the student receives two other sheets, the "Operation Sheet," and the "Information Sheet," each having a definite area of instruction.

With the use od these instruction sheets the need for individual attention by the instructor is minimized, thus allowing more instructor time per student, making for a more effective program.

SAMPLE JOB SHEET

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JOB: Installing Distributor Points

OBJECTIVE: To Teach Procedure of Installing Points

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SAMPLE INFORMATION SHEET

COURSE: Auto Mechanics

UNIT: Distributor

JOB: Install Distributor Points

OPERATION: Removing and Replacing Distributor Points

OBJECTIVE: To Teach Procedure of Installing Points

INFORMATION

1. Do not try to remove cap with motor running
2. If rotor is stuck, prise upward at rotor base with screwdriver, moving screwdriver gradually around base using little force so as not to break rotor.
3. Be sure screwdriver point is not too large or too small, so as not to damage screw.
4. Select proper wrench, because locknut does not come with the point.
5. Remove point screw with pliers.
6. Be careful not to drop screw in distributor, they are sometime hard to get.

TRAINING PROGRAM FOR AUTO MECHANIC
BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

UNIT NO.	UNIT OF INSTRUCTION	ALLOTED TIME (Hours)
I	1. Tools and terms of the course	70
	2. The shop, shop equipment	
II	3. Types of frames and bodies	35
	4. Parts of the automobile	
III	5. Parts of the fuel system	95
	6. Parts of lubrication	
	7. Parts of the electrical system	
	8. Parts of cooling system	
	9. Levers and controls	
IV	10. Types of motor blocks	360
	11. Removing and replacing cylinder heads	
	12. Removing and replacing oil pans	
	13. Removing and replacing pistons	
	14. Cleaning engine parts	
	15. Installing piston pins and rings	
	16. Treatment of bearings	
	17. Refacing and reseating valves	
	18. Adjusting, installing, and timing gears and chains	
	19. Removing and replacing fly-wheel ring gear	
	20. Installing mufflers, tail pipes and exhaust pipes	
V	21. Cleaning and repairing gas tank and lines	150
	22. Overhauling fuel pumps	
	23. Repairing carburetor and accessories	
VI	24. Kinds of axles, how to remove and replace	280
	25. Torque tubes and torque arms	
	26. Front wheel alignment and receiving rods	
	27. Steering geers and bearings	
	28. Wheel bearings, their care	
	29. Springs and shock absorbers, care and repair	
	30. Repair and maintenance of transmissions and universal joings	
	31. Repair and maintenance of differentials	
	32. Clutches, repair and maintenance	
VII	33. Reconditioning starters and generators	80
	34. Installing drives	
	35. Reconditioning distributors	
	36. Repair and maintenance of voltage regulators	
	37. Installation and repair of scales, beam units, light relays	
	38. Installation of coils condenser and wires	
	39. Repair of horns and relays	
	40. Cleaning and adjusting spark plugs	
	41. Repairing lights and switches	

UNIT NO.	UNIT OF INSTRUCTION	ALLOTED TIME (HOURS)
VIII.	42. Repair and maintenance of water pumps 43. Cleaning radiators, water jackets, and making radiator repairs 44. Radiator hose, fan belts and thermometers 45. Making cooling system repairs (freeze plugs, etc.)	80
IX.	46. Relining and adjusting brakes 47. Overhauling wheel and master cylinders 48. Bleeding brakes line, adjusting cables and rods 49. Replacing lug belts 50. Checking and repairing tires and tubes	140
X	51. Changing and repairing tires and tubes 52. Cleaning and repairing oil reservoirs 53. Cleaning and repairing oil pump strainers 54. Installing filter cartridges and oil lines	140
XI	55. Soldering and weldering with gas torch 56. Fundamentals of metal working 57. Straightening and shrinking sheet metal 58. Painting 59. Lubrication of body hardware 60. Polishing and waxing	70

Total number of shop hours -- - - - - - - - - - - - - - - - 1500
Fundamental course in related English - - - - - - - - - - - 500
Fundamental course in related Mathematics and Science - - 500

Total number of hours required for completion - - - - - - 2500

THE FLORIDA INSTITUTE

Accelerated Education for Adults

Statement of Purpose

Plan of Operation

Standards of Operation

How to Start a County Program

Adult and Veteran Education Section
State Department of Education
Tallahassee

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
TALLAHASSEE

THOMAS D. BAILEY
SUPERINTENDENT

August 1, 1949

THE FLORIDA INSTITUTE
Accelerated Education for Adults

I. STATEMENT OF PURPOSE

The Florida Institute is established this date by Thomas D. Bailey as State Superintendent of Public Instruction to provide expanded and improved opportunities through accelerated education to veterans of World War II, and, in so doing, to develop in cooperation with the county school system of Florida an educational program which will meet future needs of adult citizens in each participating county.

An immediate purpose is to offer to several county school systems and to the Veterans Administration the services of the State Department of Education as a central vouchering and disbursing agency, and the leadership of the State Department in the development and attainment of essential requirements for the operation of sound programs for both white and colored at the elementary and secondary levels, and also in the development of special academic subject matter or occupational training which will not duplicate other public school services available to adults in the participating counties.

II. PLAN OF OPERATION

A. General

Each student will enroll and attend classes at a local Adult Study Center which will be operated as a part of the county school system, under general administrative control of the County Board of Public Instruction and the County Superintendent. Responsiblity for operation of one or more study centers will be assigned by the Board to a person who holds the qualifications of a school principal, and who preferably, is a veteran. Each teacher will hold a valid Florida certificate, and will be otherwise qualified to teach adults as individuals. The adult students are not to be restrained in individual progress by uniform class assignments.

Because of this essential feature in accelerated adult education, the pupil load for each teacher will vary according to difficulties encountered in providing individual instruction; but in no case should one teacher attempt to provide full-time instruction to more than 15 pupils. In general the county should employ another teacher when the class load reaches 10 if there is probability of continued increase in enrollment.

B. Curriculum

It is highly important that virtually no restrictions be made by the State in the local determination of the subject matter and teaching methods which will be utilized by qualified local teachers, who are adequately supervised. The subject matter and teaching procedure should measure high, however, in each of the following:

1. What are the primary needs and objectives of the students in the class and how important is the subject matter in the attainment of these objectives and fulfilment of these needs?

2. Is each student educationally prepared to succeed in mastery of the course content if he makes a reasonably sincere effort?

3. Is each student sincerely interested in the course?

4. Can the course be subdivided into clear-cut steps which can be mastered one at a time so that progress can be realized in a manner that will bring satisfaction to the student as the course develops?

5. Are materials of instruction in hand at the start of the course, and are they adequate and designed in a manner suitable for individual instruction of adults? What visual aids and reference books are available from other sources? Have arrangements been completed for making them available to the student? Can the student, or students, profit from participating in a socialized activity such as (1) debate, (2) broadcast, (3) demonstration, (4) exhibit, (5) visitation, (6) newspaper story, (7) conference with specialist or authority in the subject field?

   Experience has shown that where a good instructional program is provided, the expenditure required for materials and services usually amounts to 25 to 30% of the amount expended for teachers' salaries.

Although the most common objective of veterans is likely to continue to be a high school diploma, the Florida Institute should be the means of providing the most of true value that is possible without delaying the student's progress toward the diploma. It is very possible that a teacher will fail, or even refuse to permit the adult student to study in his own occupational field simply because the teacher does not feel qualified in this particular subject. However, a trained teacher will be able to judge effort and progress if the materials of instruction are not too far beyond high school level and are suitably designed for "self-teaching" on the part of the student. Teachers who lead their students into occupational subjects and courses should feel free to write to the State office concerning materials that are on the market or are in use in other counties. Excellent study guides, lesson plans, and text publication lists are available from the Adult and Veteran Education Section of the State Department in more than 70 occupations in which veterans have been training on the job.

In counties where vocational courses are not otherwise available, it is entirely possible for such courses to be offered as part of the local Florida Institute program. In each case, however, a State Department representative from the appropriate vocational area

(Trade, Industrial, and Distributive; Agriculture; Home Economics) must submit a favorable report to the Director of the Florida Institute concerning equipment, housing, course outline, instructional materials, and teacher qualifications. This procedure has already been the means of initiating special vocational training in a few Florida counties.

C. Teacher Training and Supervision

For three years the Florida program to offer accelerated education to veterans has developed independently in more than 30 counties. Much has been accomplished in several of these counties. In some other counties the administrators have refused to assume an uncertain responsibility which they fear will become untenable because of red tape if they charge tuition; yet without tuition the county cannot provide the quality of training that the veteran deserves. Some superintendents prefer not to venture into a new field without direct supervision of teachers who are new in this field. They have difficulty in handling all the details involved in contraction for sufficient tuition to cover the cost of record keeping and operation overhead and instructional supplies, and teacher salaries and supervision of instruction.

D. Finance

The State has negotiated a contract with the Veterans Administration whereby the tuition of veteran enrollees of the Florida Institute will be paid by the Veterans Administration. Teachers in each participating county will send to the State office monthly reports of attendance, progess, and textbooks and supplies furnished each student. From the teacher's report, the State will prepare a voucher for each veteran and will submit this voucher for payment by the Veterans Administration. Non-veteran enrollees will pay their own tuition at the same rate as veteran enrollees. The rate of tuition will vary from year to year according to actual cost of operation. State Board of Education regulations require the entire program to be operated on a non-profit basis.

Along with the teacher's montly reports, the county superintendent will send to the State office a statement of the county's expenditures for the month, together with a requisition for reimbursement. As the State receives federal funds, it will reimburse the county on the basis of a reimbursement formula. First payment will be made to cover the county's expenditure for teacher salaries and textbooks furnished veteran enrollees. The State will then retain a pro-rated portion to cover the actual cost of State supervision and services, estimated at 10%. The balance, not to exceed 30% of the reimbursable instructional salaries in any given county, will be reimbursable to the counties to cover all other actual expenditures on this program over and above the salaries of teachers.

Teacher salaries are to be reimbursable at the State teacher salary scale according to teacher classification. A careful record will be kept showing receipts and reimbursement account for each county and each study center, based upon teachers' monthly reports, the VA vouchers, and VA payments.

E. Textbooks

Students must purchase their own textbooks. In the case of veterans this cost will be borne by the Veterans Administration. The most satisfactory plan of handling the textbook problem seems to be for the county to furnish the books and collect the cost thereof from the student if he is a non-veteran, or be reimbursed from the State office if he is a veteran. The cost of books issued to a veteran will be included on his voucher for payment by the Veterans Administration at the end of the month. Receipts for books issued to veteran students must accompany each teacher's monthly report to the State office in order to assure reimbursement to the county.

F. Program of Studies

The program of studies of the Florida Institute will be as comprehensive as possible, limited only within the framework established by State Board of Education regulations. Course offerings will be adjusted locally to meet student needs, the general pattern pointing usually toward qualifying the individual for the High School Diploma for Adults based upon completion of 1 and 2 below.

1. Elementary School Course - 2400 Hours - Grades 1-8. Consists of subjects offered on the elementary school level in the following areas:

SUBJECT		REQUIRED	ELECTIVE
English	Reading Writing Grammar Spelling Expression	480 hours	
Arithmetic		360 hours	
Social Studies	Civics & American History Current Events Geography	360 hours	
General Science		240 hours	
Health		240 hours	
Personality Development	(120 hrs.)		720 hrs. max. total
Basic Agriculture	(240 hrs.)		
Elements of Business	(360 hrs.)		
Occupational Training	(360 hrs.)		
Special Subjects to Meet Individual Needs	(360 hrs.)		

2. Secondary School Course - 2304 Hours - Grades 9-12.

SUBJECT	REQUIRED	ELECTIVE
English	1 credit (144 hrs. max.)	Unlimited
Science	1 credit (144 hrs. max.)	"
Mathematics	1 credit (144 hrs. max.)	"
American History & Government	1 credit (144 hrs. max.)	Other Social Studies
Additional Academic Courses	4 credits(576 hrs. max.)	Unlimited

Other courses acceptable for high school credit * . . . . 8 credits (1152 hrs. max.)

* Courses of an occupational nature will be made available, wherever possible, designed to assist students in becoming better qualified in their particular (occupational) fields of employment.

G. Itinerant Teachers

The instructional staff includes itinerant teachers whose primary responsibility is individual and group testing of students for purposes of proper placement, planning of work, and progression. These teachers, usually in the ratio of one for each eight regular teacher, will also work individually and in small groups with regular teachers in the evaluation and improvement of techniques and instruction. They shall be expected also to render the counseling services called for in Item H below.

H. Testing and Guidance Service

1. Objectives

Testing and guidance services will be available in units of the Florida Institute. The objectives for these services shall be as follows:

a. To evaluate the educational achievement of all new enrollees for purposes of proper grade placent at the time of enrollment.

b. To plan with each student the program of work best suited to his needs, interests, and abilities.

c. Through counseling service to assist the student with personal problems which inhibit his progress.

d. To provide periodic measurements of progress of all students.

e. To stimulate each student to work diligently and progress as rapidly toward his objective as his ability will permit.

f. To provide data which will serve as a basis for curriculum development.

2. Services

In order to accomplish the above objectives the services of a person qualified in the field of guidance and couseling will be secured. This person, working out of the State office, and utilizing the services of itinerant teachers will direct the counseling and testing programs for the participating units of the Institute. He will also conduct a continuing program of in-service training of itinerant teachers in the administration and interpretation of tests and in the counseling of students. The itinerant teachers, in turn, will work closely with individual students and with the regular teachers in the utilization of test results and the improvement of techniques of instruction.

3. Method of Procedure

a. Counseling

The counseling of students on an individual basis is one of the principal services of the itinerant teacher. On each regular visit to a study center the itinerant teacher will devote a certain portion of his time to individual interviews with students.

b. Testing

When a county becomes ready to affiliate with the Florida Institute and open a study center with one or more classes, a testing team consisting of the guidance specialist and one or more itinerant teachers (according to need) will visit the county and administer the initial tests to all students. These should include carefully selected, nationally recognized standardized tests of general achievement, intelligence, and aptitude. The team will remain in the county long enough to score and evaluate the results of the initial tests and make these results known to the local teacher(s). Thereafter, the testing team will return as the need justifies; however, the testing of additional enrollees from week to week on an individual basis, and the periodical testing of students for progress measurement will be accomplished by the itinerant teacher(s) assigned in that county. Where special problems arise, or particularly difficult cases are encountered, the guidance specialist will arrange to visit the county and assist with these problems.

III. STANDARDS OF OPERATION

A. Pupil Load

The work load of students will be classified as follows:

Full time work	25 hours or more of classroom work per week
Three-quarter time work.	18 hours of classroom work per week
Half-time work	12 hours of classroom work per week
Quarter-time work.	6 hours of classroom work per week

B. Annual Period of Operation

The annual period of operation of units of the Florida Institute will be 48 weeks (4 quarters of 12 weeks each).

C. Holidays

The following holidays will be observed by units of the Florida Institute:

February 22
July 4
Labor Day
November 11

Thanksgiving Day and the day after
December 24 - January 1 inclusive
3 spring holidays (to be determined)

D. Enrollment

1. Students may enroll on any school day during the period of operation, except during the last four weeks preceding the summer vacation period.
2. Students may enroll for either 1/4 time, 1/2 time, 3/4 time, or full-time work.
3. Students employed for 35 hours or more per week will be enrolled for not more than half-time work.

E. Attendance and Progress

1. Students will be required to attend regularly and progress satisfactorily in order to remain enrolled. Absences will be excused only for the following: (a) personal illness on the part of the student; (b) serious illness or death in his immediate family; (c) any order from a public agency legally requiring the student's absence. Doctor's certificates will be required to confirm personal illness of more than two days' duration.

A student will be dropped from the rolls for either of the following:

a. Accumulating more than two (2) unauthorized (unexcused) absences during one calendar month.

b. Failure to apply himself to his studies sufficiently to show progress commensurate with his ability.

2. Three (3) tardies will be considered as one unauthorized absence and will be so charged against the student.

3. Unauthorized absences, not exceeding two, will be reported monthly to the Veterans Administration for each veteran enrollee to be charged against his annual leave.

4. Any student dropped from the rolls for unauthorized absences in excess of the number allowed will not be re-enrolled within less than 60 days of the date he was dropped.

5. Each teacher shall be responsible for recording in ink the attendance of all students, and for having this record available in the permanent class register for inspection immediately following the opening of each session. Absences at the opening of each session will be recorded at that time, and tardiness will be shown in suitable code upon arrival of the tardy student.

F. Daily Hours of Operation

Full-time programs (25 hours per week) will begin not later than 4:00 p.m., Monday through Friday, and provision will be made for time off from classes for meals at mealtime, and this will not be counted as class time. Evening sessions shall be sheduled to end not later than 10:00 p.m.

G. Teacher Load

Accelerated education of adults calls for individual planning, and generally, individual instruction. To every extent possible courses will be offered and adjusted to meet individual needs, and students will be encouraged to complete their courses as quickly as possible without restriction as to time spent in class. The normal average teacher load for this type of individualized instruction is considered as 10 full-time students, with 15 such students as the maximum at any time for any one instructor. All teachers, head-teachers and principals shall hold valid Florida teaching certificates.

IV. PROCEDURE FOR STARTING A COUNTY PROGRAM OF ACCELERATED ADULT EDUCATION UNDER THE FLORIDA INSTITUTE

A. Upon determining that the equivalent of 10 or more full time students desire to enroll, the county board of public instruction should take the following steps:

1. Adopt an appropriate resolution authorizing the program within the county. (See suggested copy attached)

2. Employ sufficient teachers whose certification has been checked and whose qualifications have been approved by the State office to accommodate the initial enrollment on the basis of one teacher for each 10 full-time students (15 maximum).

3. Where there are five teachers or less, the board should designate one of the teachers as the head-teacher or principal who will, in addition to his teaching duties, be responsible for the administrative work in connection with the program. This normally includes such things as:

    a. Interviewing and enrolling students.

    b. Establishing a permanent record system.

    c. Processing veterans' enrollment forms.

    d. Collecting, checking, and forwarding teachers' monthly reports to the State office.

    e. Requisitioning books, equipment and supplies.

    f. Corresponding with the State office.

4. Where there are more than five teacher units, the Board should authorize the head-teacher or principal to reduce the amount of his actual teaching as necessary to enable him to handle the administrative work properly.

5. Authorize the Superintendent to purchase such textbooks, library materials, and consumable instructional supplies as are needed to furnish each student adequately.

B. The Head-Teacher or Principal will:

1. Survey the initial enrollment and place requisitions with the Superintendent for books, tests and supplies needed.

2. Jointly with the Superintendent and the State office determine the opening date for classes, such being determined by availability of teachers, textbooks, supplies and equipment.

3. Advise prospective veteran enrollees of the requirements for enrollment and attendance at Government expense.

4. Arrange for the testing of initial enrollees for proper placement immediately upon opening classes.

C. The Superintendent Will:

1. Forward a copy of the Board's resolution, together with the name of the head-teacher or principal to the State office with a request for approval of the county's program under the Florida Institute plan.

2. Designate the plant facilities to be utilized.

3. Purchase the necessary books, tests and supplies.

4. Advise the State office of all changes in instructional staff.

RESOLUTION OF ____________________ COUNTY BOARD OF PUBLIC INSTRUCTION

ADOPTED ______________________________ (DATE)

WHEREAS, numerous adult citizens of ________________ county have expressed a desire to enroll for accelerated academic training at the elementary and/or secondary levels, and

WHEREAS, it is the wishes of this Board to provide an opportunity for these adults to continue their education on an accelerated basis,

THEREFORE, BE IT RESOLVED, That the Adult and Veteran Education Section of the State Department of Education be requested to consider this county as a participating unit of the Florida Institute, and to so certify it to the Veterans Administration.

In consideration of the above, this Board has examined the plan of operation of the Florida Institute, and agrees to conduct its accelerated classes for adults in accordance with the standards of operation set forth therein.

Signed ________________________________
Chairman of the Board

Seal:

Signed ________________________________
Superintendent of Public Instruction
and Secretary to the County Board

BETHUNE-COOKMAN COLLEGE

Daytona Beach, Florida

VE 7 - VE 8

RADIO

OBJECTIVE: The course is designed to produce Radio Repairmen and Technicians of classification commonly termed "high level" in industrial and technical circles. Theory and practice content of course will afford better than average preparation for any of the following:

I. Radio Receiver Repairman. (Operates own repair shop or works for others.)

II. Radio Industrial Technician. (May serve as Electrical tester or inspector, assemble, install, and trouble shoot Radio type equipment.)

III. Commercial Radio operator, a classification conferred by F.C.C. (Federal Communications Commission) to person holding Federal Communications licenses and employed as: ship's or train's Radio operator; to persons who install and service police and taxi two-way Radio systems.

IV. Advanced study in Radar, television, F.M. UHF VHF etc.

LENGTH OF COURSE: Course requires a minimum of 1500 clock hours of formal instruction.

CLASSIFICATION and CERTIFICATION: For the sake of classification, Students of course VE-7 are termed beginners, students of course VE-8 are termed advanced. Students who complete the entire course will be awarded diplomas and certificates of proficiency, carrying one of the following ratings: Excellent, very satisfactory or satisfactory. No certificate or diplomas will be issued for work of quality lower than satisfactory.

COURSE DESCRIPTION: VE-7 A preparatory course primary designed to give the student the principles of radio and television, the theory of the transmission of sound and pictures (wire and wireless), the theory of the design and construction of other electronic devices the names and functions of parts and repair tools.

VE-8 In this course, particular emphasis is placed on the acquisition of basic skills used in the repair and maintenance of commercial radio receivers, public address systems, and other electronic devices. The student is taught the use and care of instruments such as volt ohmmeter, signal generator, oscilloscope and other testing and repair equipment, motion picture projection and small business management is included in the course.

PREREQUISITE:

VE-7 Eighth grade education or equivalent. Demonstration of mechanical aptitude.

VE-8 Completion of VE-7 or equivalent, (equivalent determined by test.

ORGANIZATION: Course is organized in terms of classroom lecture on Related Subjects. Laboratory practice and theory. Courses are divided into four units.

Teacher load policy - Classes of two units or sections, maximum enrollment per unit or section being twenty-five students are conducted with a minimum of two instructors per class.

COURSE CONTENT VE-7 UNIT I. Orientation in electronics:
Brief broad general survey of electronics theory, historical background, its development and application, with emphasis placed on radio accompanied by familiarization period in the laboratory with tools electrical and radio parts set.

UNIT II. Thorough foundation in electrical fundamentals, experiment and demonstration in magnetism electron theory principles of cacum tubes.

COURSE CONTENT VE-8 UNIT III. Radio Fundamentals and Maintenance:
Study of specialized electrical activity peculiar to Radio circuits and radio, receiver repairing, testing and replacement of parts, construction of complete receivers and amplifier.

UNIT IV. Radio communication Techniques:
Intensive study of test equipment, public address use and installation, microphone technique, program control with control panel in the studio, special electronic circuits, FM, Television International Morse Code, small business organization under guidance of business department.

COURSE DESCRIPTION

UNIT I.

A. Orientation	1 week
B. History of communication	3 weeks
C. Simple Radio Receiving Sets	4 weeks
D. Ohm's law	4 weeks
E. R. M. A. Color Code	4 weeks
F. Signs and Symbols	4 weeks
G. Primary Cells	4 weeks

UNIT II.

A. Shop Equipment	2 weeks
B. Hand tools, power tools	3 weeks
C. Tube Testers	3 weeks
D. Volt Meters	3 weeks
E. Ammeters	3 weeks
F. Ohmeters	3 weeks
G. Care of equipment safety	4 weeks

COURSE DESCRIPTION
VE-8

UNIT III.

A. Circuits	4 weeks
B. Tuned Radio Frequency Receivers	4 weeks
C. Superheterodyne Receivers	6 weeks
D. Magnetism	1 week
E. Frequency Modulation Receivers	6 weeks
F. Electron Theory	2 weeks
G. Transmission Theory	1 week

UNIT IV.

A. Use of Equipment	4 weeks
B. Use of Signal Generator	2 weeks
C. Use of Oscilloscope	2 weeks
D. Use of Chanal	2 weeks
E. Sound Re-enforcement	2 weeks
F. Employment Procedure	2 weeks
G. Business Methods	2 weeks
H. Shop Layout	3 weeks

UNIT I
VE-7

Reference Shop rules and regulations Directors Office	1. Registration 2. Orientation 3. Orientation 4. Assignment to groups for related study 5. Issue textbooks and notebooks
References Marcus and Horton	1. Discuss with class aims and objectives 2. Study shop equipment 3. Learn purpose of tube tester 4. Study kinds of electricity 5. How electricity is generated
Reference Marcus and Horton	1. Study primary cells 2. Study battery formation 3. Study symbols 4. Study symbols 5. Study parts general

Reference Ritchers book of Electricity	1. Wire and its uses 2. Study circuits 3. Practice use of symbols 4. Practice use of symbols 5. Study of parts #2 (general)
	1. Review of past subjects
*Use equipment in shop plus training aids Numbers 1-5 are only used for suggestive weekly subjects	

UNIT I
VE-7

Reference Marcus and Horton	1. How radio programs are transmitted 2. How radio protrams are received 3. What determines quality of radio programs 4. Electricity Kind in General use source of pure D.C.
Reference *Marcus and Horton	1. Best type of radio to use for current available 2. Types of circuits used to carry current in radios 3. Signs, symbols, practice identification 4. Characteristic of A.C. and D. C. circuits 5. Studyof primary cells wet and dry
Reference Pitchers book of electricity. *	1. Practice circuits for door bells; Lights in parallel and series 2. Measure effect of different type of circuits on primary cells 3. Identification of simple parts 4. Identification of parts by schematic symbols 5. Study of schematic drawings
Reference Marcus and Horton *	1. Study generation electromagnetic wages 2. Study of audio frequency and the range used in radio 3. Study of radio frequencies and the ranges used for radio reception 4. Effect of combining audio and radio frequencies 5. Study of circuits used to separate audio frequency from audio frequency
	1. Study use of loud speakers 2. Study use of crystal pick up 3. Study types of batteries used to power radios

* In 6th week, study use No. six dry cells; door bells; bell buttons; have students connect same in various circuits.

UNIT II
VE-7

Reference Ghirardi Radio Physic	1. Construction of volt meters 2. Use and limitation of volt meters 3. Construction of continuity tester 4. Use of Ohm Meter for resistance measurement 5. Review of past subjects
Reference: Use equipment in laboratory	1. Study of tube testers types in common use 2. Nomenclature of Emission tube tester 3. Use and care of hand tools and shop equipment 4. Nomenclature of power tools 5. Effective use of hand tools
Reference Use equipment in laboratory	1. Study current measuring meters 2. Study thermo type meters 3. How and where to use different meters 4. Study wheatstone bridge 5. Study Solar capacitor analyzer
Reference: Use equipment in laboratory	1. Use of oscilloscope as service instrument 2. Study signal Generators 3. Introduction to vacuum tube volmeters 4. Study Set analyzers 5. Review of past subject
Reference: Frequency Modulation by Rider	1. Study of frequency modulation receiver 2. Introduction to facsimile printers 3. Introduction to facsimile printers 4. Introduction to television broadcasting 5. Review of past subjects

Numbers 1 - 5 are only used for suggestive week subjects

UNIT III
Registration

Reference Marcus & Horton *	1. Review of past subjects 2. Drive cords and drives 3. Speaker and chassis removal for service 4. R.M.A. Color code #II
Reference Marcus & Horton Mallory N.Y.E. Manual. *	1. How to set push buttons 2. Cleaning of cabinets, dials, chassis, etc. 3. Laying out of parts 4. R.M.A., Color code #2 5. Condenser construction
Reference Sylvania Tube Manual *	1. Introduction to bias methods 2. Self bias 3. Fixed bias 4. Introduction to U.H.F. 5. Effect of U.H.F.

Reference
Mallory N.Y.E.
manual
*

1. Remote control circuits
2. Tuning indicators
3. Automatic frequency control circuits
4. Oscillator Coupling methods
5. R.F. Stage ahead of mixer, why?

1. 12SA7 6SA7 or SA7 type mixers

*Using training Aids to assist in demonstration

RADIO
VE-8

UNIT III

Reference
Marcus and Horton
set up antenna in
shop practice
Run training flim.

1. Antenna systems. (general) Project.
2. Antenna systems. L. types
3. Antenna types, Diapole
4. Antenna types, Diapole with reflector
5. Antennas for F.M. reception

Reference
Mallory N.Y.E.
manual
Marcus and Horton

1. Study of the new meoury cell
2. Study of dry disc rectifiers
3. Study of impedance and resonance
4. Notes on self powered radios
5. Study antennas doublet type

Reference
Sylvania tube
manual
Marcus and Horton

1. Tube base connections lock in types
2. R. F. coupling methods
3. Pre-selecters; Why used
4. A.F. Coupling methods
5. Phase relations

Reference
Radio engineering
Handbook by Henry

1. Elements of Radio
2. Microphone techniques
3. Control panels
4. CO. axil cabels its uses
5. Oup put indicators

Reference
Radio engineering
Handbook by Henry

1. Schematics drawings #2
2. Rechargable power packs
3. Wiring parts in sets

UNIT IV
VE-8

Reference:
Use equipment in
laboratory visual
aid #9-02 18

1. Practice use of current measuring instruments
2. Construct simple circuit tester
3. Practice use of oscilloscope
4. Study output indicators
5. Practice use of signal generator

Reference:
Use equipment
in laboratory

1. Construct thermo ameter
2. Practice point to point testing
3. Use of capacitor analyzer
4. Use of vacum tube voltmeter
5. Review of past subjects

	1. Study of cathode ray tube
Reference:	2. Use of sound reenforcement equipment
Manual Visual Aid	3. Study mobile transmitting rigs
#9-02 2	

	1. Introduction to television pickup systems
Reference:	2. Study the Iconoscope (RCA)
Mallory N.Y.El	3. Practice with sound projectors
Booth	4. Practice with picture projectors
	5. Review of past subjects

Numbers 1 - 5 are used for suggestive weekly subjects.

RADIO
VE-8
UNIT III

Reference	1. Antenna systems. (General Project.
Marcus and Horton	2. Antenna systems, L types
Set up Antenna in	3. Antenna types, Diapole
shop for practice	4. Antenna types, Diapole with reflector
Run training film	5. Antenna for F.M. reception

Reference	1. Study of the new mercury cell
Mallory N.Y.E.	2. Study of dry disc rectifiers
Manual	3. Study of impedance and resonance
	4. Notes on self powered radios
	5. Study antennas doublet type

	1. Tybe base connections look in types
Reference: Sylvania	2. R.F. coupling methods
Tube Manual	3. Pre-slectors; Why used
Marcus and Horton	4. A.F. Coupling methods
	5. Phase relations

	1. Elements of Radio
Reference	2. Microphone techniques
Radio engineering	3. Control panels
Handbook by	4. Co. axil cabels Its uses
Henry	5. Out put indicators

1. Schematics drawings #2
2. Rechargable power packs
3. Wiring parts in sets

UNIT IV
VE - 8

1. Practice use of current measuring instruments
2. Contruct simple circuit tester
3. Practice use of oscilloscope

Radio

Reference: Use equipment in laboratory Visual aid #9-02 18	4. Study output indicators 5. Practice use of signal Generator
Reference: Use equipment in laboratory	1. Construct therme ammeter 2. Practice point to point testing 3. Use of capacitor analyzer 4. Use of vacum tube voltmeter 5. Review of past subjects
Reference: Mallory N.Y.E. Manual Visual Aid #9-02-2	1. Study the cathode ray tube 2. Study the cathode ray tube 3. Use of sound reenforcement equipment 4. Study mobile transmitting rigs
Reference: Mallory N.Y.E. Manual projection booth	1. Introduction to television pickup systems 2. Study the Iconoscope (RCA) 3. Practice with sound projectors 4. Practice with picture projectors 5. Review of past subjects

Numbers 1 - 5 are only used for suggestive weekly subjects

RELATED SUBJECTS

Related Mathematics and Science	500 Hours
Related English	500 Hours

Work Conference (for Custodians)

Bethune-Cookman College
DAYTONA BEACH, FLORIDA

RICHARD V. MOORE, PRESIDENT

MARY McLEOD BETHUNE
FOUNDER PRESIDENT-EMERITUS
J. W. E. BOWEN
CHAIRMAN, TRUSTEE BOARD

HERBERT M. DAVIDSON
CHAIRMAN, EXECUTIVE COMMITTEE OF THE TRUSTEE BOARD
JAMES E. HUGER
BUSINESS MANAGER

Dear Sir:

This is to call your attention to a Work Conference for Custodians and Janitors to be held at Bethune-Cookman College, June 18 - June 24, 1950.

The Work Conference will be directed by an outstanding Negro Janitor with thirty-five years of practical work experience as Janitor at Tuskegee Institute, Tuskegee, Alabama. Mr. Edward Van Poole, Head of the Maintenance Department of Bethune-Cookman College for a quarter of a century, will serve as Co-director. The philosophy of cleanliness and getting along with each other will be stressed, with special emphasis on Healthful living. Outstanding Commercial Companies will send representatives to demonstrate the technique of economical handling of deodorants, waxes and cleaning supplies. Attention will be given to the care of mops, brooms, controlling dust, symmetry of shades, chairs, windows and the general care of flowers and grounds. Emphasis will be placed on the economical use of water and lights.

I am sure that your Janitors and Custodians will be greatly benefitted by this week's experience.

This work shop is open to janitors and custodians or prospective janitors and custodians regardless of educational qualifications.

The Cost:

Registration- - - - - - - - - - - - - - - -	$ 5.00
Board and Lodging- - - - - - - - - - - - -	10.00
TOTAL - - - - - - -	$15.00

The Session begins Monday, June 18, 1950, 8:00 P. M. and ends June 24, 1950, 12:00 Noon. Upon successful completion of the course a certificate will be awarded. Upon arrival on the campus they will report to the Registrar's Office, White Hall.

Please indicate on enclosed blank the names and addresses of persons you are desirous of attending this Work-Conference and return to this office on or before May 1, 1950.

Yours for health and cleanliness,

Cordially,

Richard V. Moore

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY

Bethune-Cookman College
Daytona Beach, Florida
1949-1950

MAINTENANCE OF A SANITARY ENVIRONMENT

A custodian's duty should be to keep his building or rooms clean and sanitary--should do all sweeping, washing, dusting, cleaning rooms and watering flowers. When necessary, he should do other custodial work as specified from time to time.

If a person has an appreciation of cleanliness and also has the ability to interpret it, it will manifest itself in clean, well kept, comfortable sanitary surroundings. Well kept, sanitary buildings or rooms require more interest and industry than those in which little work is done and which are allowed to remain dirty and insanitary. Housekeeping means more than the wielding of a broom and a dust cloth and slopping soap suds on dirty floors. Intelligence in the proper direction is necessary if surroundings are to be sanitary. A custodian should possess traits which would classify him as a paragon -- should be economical with supplies and utilities and should be a good sanitarian - - must keep the building (rooms) fixtures, furniture, and equipment in such a state of cleanliness as to avoid the possibility of offense or illness among people using the building or rooms or people who come and go as casual visitors or for business purposes.

WORK SCHEDULE

Operation	Ideal
- - SWEEPING - -	
Offices	Daily
Under Radiators	Twice Weekly: Tuesday and Saturday
- - DUSTING - -	
Furniture	Daily
Woodwork	Weekly: Saturday
Walls and Ceiling	3times per year: January, April, August
Wall picture	Once per month
Radiator tops	Weekly
Between radiator sections	Twice Yearly: September, March
-- SCRUBBING AND MOPPING --	
Offices	Weekly
- - CLEANING - -	
Furniture and Woodwork	3times per year: February, June, Oct.
Windows (inside)	Weekly
Windows (outside)	3times per year: February, June, Oct.
Blinds	4times per year: January, April, July.
Door knobs	Daily

- - WATERING FLOWERS - -

Window boxes	Daily
Potted plamts	3times per week: Tuesday, Thursday, Saturday
Water plants	3times per week: Monday, Wednesday, Friday

- - CLEANING EQUIPMENT - -

Dust cloths:

Thoroughly dusted out	Daily
Washed with soap	Weekly
Mops (scrub) thoroughly washed and rinsed	After use
Mops (dust)	Weekly

STANDARDS OF SERVICE:

The ideals of every person are influenced by clean surroundings . The private institutional plant is the investment of philanthropy and the shared interst of alumni and friends for the futute. Therefore, it should be made an example of neatness and cleanliness.

The highest standard of cleanliness is cleanliness. Let us not be "half clean" let us be clean.

Charlotte L. Ford Clark
Dean

clfc/jp

Bethune-Cookman College
Daytona Beach, Florida
1949-1950

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Charlotte L. Ford Clark
Dean

clfc/jp

PURITAN CHEMICAL COMPANY
ATLANTA, GEORGIA

JAMES H. YOUNG
716 E. COLONIAL DRIVE

PHONE: 27522
ORLANDO, FLA.

April 12, 1950

The President
Puritan Chemical Company
Atlanta, Georgia

Dear Sir:

We will conduct a Work Conference for Custodians and Janitors at Bethune-Cookman College June 18-24, 1950.

In connection with this Conference, we would like to have a representative from the PURITAN CHEMICAL COMPANY visit with us Tuesday, June 20, and give a lecture and demonstration in the use of cleaning products advertised by your Company.

We are expecting a large number of Custodians and Janitors to be in attendance at this Conference and it is our feeling that a lecture and demonstration by a representative of your firm will be beneficial to those present and at the same time recommend to them the products of your firm.

Your cooperation and favorable reply to this request will be greatly appreciated.

May we hear from you at an early date, as we are anxious to complete our schedule for the Conference.

Sincerely yours,

Richard V. Moore

RVM:P

April 12, 1950

The President
The Selig Company
Atlanta, Georgia

Dear Sir:

We will conduct a Work Conference for Custodians and Janitors at Bethune-Cookman College June 18-24, 1950.

In connection with this Conference, we would like to have a representative from THE SELIG COMPANY visit with us Monday, June 19, and give a lecture and demonstration in the use of cleaning products advertised by your Company.

We are expecting a large number of Custodians and Janitors to be in attendance at this Conference and it is our feeling that a lecture and demonstration by a representative of your firm will be beneficial to those present and at the same time recommend to them the products of your firm.

Your cooperation and favorable reply to this request will be greatly appreciated.

May we hear from you at an early date, as we are anxious to complete our schedule for the Conference.

Sincerely yours,

Richard V. Moore

RVM:P

AIRCRAFT CLEANERS
FLOOR FINISHES
INSECTICIDES
CLEANERS
SOAPS

HOSPITAL SUPPLIES
DISINFECTANTS
DEODORANTS
POLISHES
WAXES

MANUFACTURING CHEMISTS
THE SELIG CO.
QUALITY HYGIENIC SANITARY PERFECTION
IN YOUR SERVICE SINCE 1896
ATLANTA
L. H. WALTON

Cleaners With the Magic Touch!

ALADDIN, INC.
124 Auburn Ave., N. E.
ATLANTA, GEORGIA
Cleaners - Waxes - Disinfectants - Sanitary Supplies

JACK J. WALLEN
CY 6981

April 12, 1950

The President
Aladdin, Incorporated
124 Auburn Avenue, N. E.
Atlanta, Georgia

Dear Sir:

We will conduct a Work Conference for Custodians and Janitors at Bethune-Cookman College June 18-24, 1950.

In connection with this Conference, we would like to have a representative from ALADDIN INCORPORATED visit with us Wednesday, June 21, and give a lecture and demonstration in the use of cleaning products advertised by your Company.

We are expecting a large number of Custodians and Janitors to be in attendance at this Conference and it is our feeling that a lecture and demonstration by a representative of your firm will be beneficial to those present and at the same time recommend to them the products of your firm.

Your cooperation and favorable reply to this request will be greatly appreciated.

May we hear from you at an early date, as we are anxious to complete our schedule for the Conference.

Sincerely yours,

Richard V. Moore

RVM:P

[redacted]

ZEP

MANUFACTURING COMPANY

BUILDING MAINTENANCE SUPPLIES

ATLANTA 1, GA.

C. H. "MED" MEDLIN
PHONE 48-3802

2121 S. W. 24TH ST.
MIAMI, FLORIDA

April 12, 1950

The President
Zep Manufacturing Company
Building Maintenance Supplies
Atlanta 1, Georgia

Dear Sir:

We will conduct a Work Conference for Custodians and Janitors at Bethune-Cookman College June 18-24, 1950.

In connection with this Conference, we would like to have a representative from ZEP MANUFACTURING COMPANY visit with us Friday, June 23, and give a lecture and demonstration in the use of cleaning products advertised by your Company.

We are expecting a large number of Custodians and Janitors to be in attendance at this Conference and it is our feeling that a lecture and demonstration by a representative of your firm will be beneficial to those present and at the same time recommend to them the products of your firm.

Your cooperation and favorable reply to this request will be greatly appreciated.

May we hear from you at an early date, as we are anxious to complete our schedule for the Conference.

Sincerely yours,

Richard V. Moore

RVM-P

April 12, 1950

The President
The Worrell Manufacturing Company
128 North Garden Avenue
Clearwater, Florida

Dear Sir:

We will conduct a Work Conference for Custodians and Janitors at Bethune-Cookman College June 18-24, 1950.

In connection with this Conference, we would like to have a representative from THE WORRELL MANUFACTURING COMPANY visit with us Thursday, June 22, and give a lecture and demonstration in the use of cleaning products advertised by your Company.

We are expecting a large number of Custodians and Janitors to be in attendance at this Conference and it is our feeling that a lecture and demonstration by a representative of your firm will be beneficial to those present and at the same time recommend to them the products of your firm.

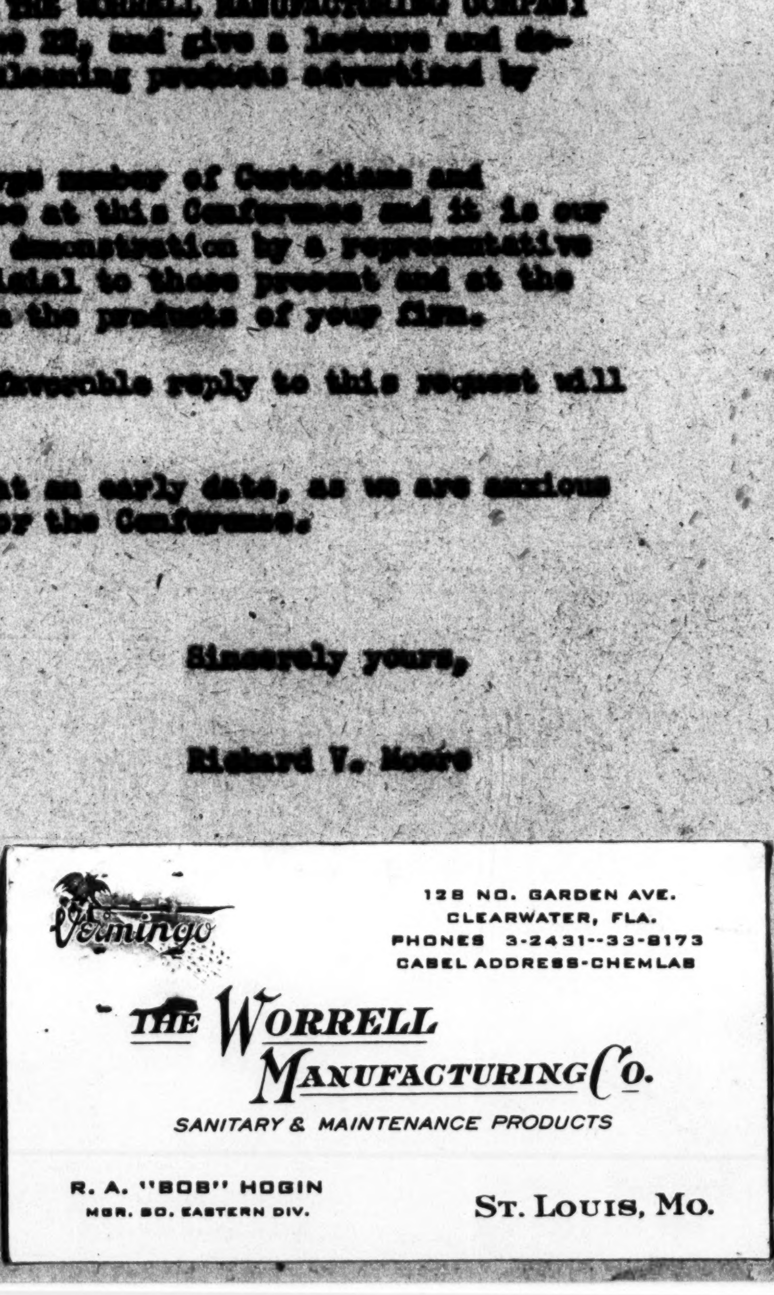
Your cooperation and favorable reply to this request will be greatly appreciated.

May we hear from you at an early date, as we are anxious to complete our schedule for the Conference.

Sincerely yours,

Richard V. Moore

RVM:P



128 NO. GARDEN AVE.
CLEARWATER, FLA.
PHONES 3-2431--33-8173
CABEL ADDRESS-CHEMLAB

THE WORRELL
MANUFACTURING CO.
SANITARY & MAINTENANCE PRODUCTS

R. A. "BOB" HOGIN
MGR. SO. EASTERN DIV.

ST. LOUIS, MO.

THE WORRELL MANUFACTURING CO.
Vermingo
SOLE MANUFACTURERS
VERMINGO LINE OF INSECTICIDES DISINFECTANTS
AND SANITARY SUPPLIES
SAINT LOUIS, MO.

BOB HOGIN
128 No. Garden Ave.
Clearwater, Fla.
Phones 3-2431 33-8521
Cable Address - Chemlab

April 14, 1950

Mr. Richard V. Moore
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

I appreciate very much your invitation to lecture and demonstrate our products and methods of maintenance before your group meeting at the Work Conference for custodians and janitors, which will be held at your college on June 18th to 24th, 1950.

Your Mr. Van Poole, who has had several years of maintenance experience, no doubt will have ideas and will be acquainted with the major problems confronting the majority of these custodians and janitors who will attend your conference. I will be more than happy to hear from your Mr. Van Poole, setting forth some of his ideas as to the approach of the most necessary points of interest to those attending your Work Conference and the things to be given the most emphasis.

I will see Van in about 30 days at which time I will discuss it with him more fully.

Thanks again for your invitation.

Sincerely yours,

WORRELL MANUFACTURING CO.

Bob Hogin

R. A. "Bob" Hogin
Southeastern Division Manager

RAH/ed

June 12, 1950

Mr. R. A. "Bob" Hogin
Southeastern Division Manager
The Worrell
Manufacturing Company
128 N. Garden Avenue
Clearwater, Florida

Dear Mr. Hogin:

We are happy to know that it will be possible for you to participate in our Work Conference for Janitors and Custodians. We have scheduled you for a lecture on Thursday, June 22, 8:00 a.m. The lecture will last for one hour, including the discussion. We hope it will be possible for you to serve as a consultant throughout the day.

We shall be happy to have you lecture and demonstrate on any phase of your cleaning materials.

We regret the belated reply to your letter, indicating your willingness to participate in our Work Conference.

We shall look forward to seeing you on Thursday.

Sincerely yours,

Richard V. Moore

RVM-T

PURITAN CHEMICAL COMPANY

Manufacturing Chemists · Established 1920

916-932 ASHBY ST., N. W., ATLANTA, GEORGIA

April 14, 1950

Mr. Richard V. Moore
Bethune-Cookman College
Daytona Beach
Florida

Dear Mr. Moore:

We consider it a privilege to accept your invitation of April 12th to have a company representative give a lecture and demonstration on the use of cleaning products on June 20th. You may be sure we will have a full qualified representative present, who will not only go into the products, themselves, but will give detailed methods of time and motion.

We want to compliment you upon the work conference for custodians. This makes a lot of sense and there should be more of them throughout the country.

Thank you again, Mr. Moore, for your invitation.

Sincerely,

PURITAN CHEMICAL COMPANY

AL Feldman

A. L. Feldman,
President

ALF:WAS

NO CONTRACT BINDING ON COMPANY UNTIL APPROVED IN WRITING IN ATLANTA

June 12, 1950

Mr. A. L. Feldman, President
Puritan Chemical Company
916-932 Ashby Street, N. W.
Atlanta, Georgia

Dear Mr. Feldman:

We are happy to know that it will be possible for you to have a representative from your company participate in our Work Conference for Janitors and Custodians.

We have scheduled the representative from your company for a lecture on Tuesday, June 20, 8:00 a.m. We are desirous of having him serve throughout the day as a consultant. He may lecture and demonstrate on any phase of your cleaning supplies.

From all indication, we will have a large number of Janitors and Custodians in attendance at this conference.

We shall look forward to seeing your representative on Tuesday.

Sincerely yours,

Richard V. Moore

RVM:T

The SELIG COMPANY
Manufacturing Chemists Since 1896
GENERAL OFFICES AND FACTORY: ATLANTA 1, GEORGIA
336-350 MARIETTA STREET, N. W. • PHONE CYpress 5051

ALBERT S. SELIG, *President*
SIMON S. SELIG, JR., *1st Vice President*
LYONS B. JOEL, II, *2nd Vice President*
JULIUS SIMON, *Secretary-Treasurer*

April 14, 1950

Mr. Richard V. Moore, President
BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Dear Mr. Moore:

Thank you very much for your letter of April 12 in reference to your kind invitation for a representative of THE SELIG COMPANY to visit with your school on Monday, June 19, and give a lecture and demonstration on the use of cleaning supplies, disinfectants, insecticides, etc., as sold by our company.

We note where you are expecting rather a large number of Custodians and Janitors to be in attendance at this Conference and we will certainly give this matter consideration just as soon as we hear further from you, as we would like to know if we are the only company in this field to whom you have extended this invitation and also from what various institutions the Custodians and Janitors will attend.

We will give you a favorable answer as soon as we hear further from you regarding this matter.

With best wishes.

Sincerely yours,
THE SELIG COMPANY

President

AS:DM

June 12, 1950

Mr. Albert S. Selig, President
The Selig Company
336-350 Marietta Street, N. W.
Atlanta 1, Georgia

Dear Mr. Selig:

In your letter of April 14, you indicated that you would let us know whether or not a representative from the Selig Company would participate in our Work Conference for Janitors and Custodians.

We will be happy to have a representative from your company serve on Monday, June 19, 8:00 a.m., the opening date of the conference. We are desirous of having the representative serve as a consultant throughout the day.

Several other companies will be represented during the week and Custodians and Janitors from banks, schools, churches, and other public buildings will be in attendance. The Superintendents of Public Instruction and representatives from the State Department of Education have helped us to advertise and stimulate interest in this Work Conference.

We shall look forward to having your representative work with us.

Sincerely yours,

Richard V. Moore

RVM-T

ZEP MANUFACTURING CORPORATION
560 EDGEWOOD AVENUE, N. E.
P. O. BOX 2015
ATLANTA 1, GEORGIA

RESEARCH AND
DEVELOPMENT
DEPARTMENT

April 17, 1950

Dr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Dr. Moore:

Your letter directed to the President of our Company concerning the Work Conference to take place in June has been turned over to me for reply.

I shall be very happy to be present on this occasion to make a talk before the group and will greatly appreciate your giving me some further details so that I can make definite my plans and preparations.

In the first place, I should like to know specifically when my talk will come and about how long in duration it should last. It would also be helpful if you could give me some idea as to a choice of subjects or perhaps I might suggest some to you from which to choose if you will give me an idea as to who some of the other speakers will be and what subjects they will cover.

We have a broad line of sanitation and maintenance supplies and it would probably be well to confine the talk to some specific phase. Without knowing anything of your other plans I could talk on some phase of cleaning materials, soaps, synthetic detergent cleaners or the proper use of certain types of cleaning equipment.

I assume that you do not want too technical a talk, that is to say the audience would not be as much interested in the chemistry of the cleaners as they would be in some of their practical applications and uses.

Any information that you can give me in making my plans more definite will enable me to give you an early reply as to a specific subject.

May I say that I look forward to the occasion of this visit and hope to settle the remaining details as soon as I may hear from you concerning the above.

Sincerely yours,

ZEP MANUFACTURING CORPORATION

Harold B. Friedman

Harold B. Friedman, Ph. D.
CHIEF, RESEARCH & DEVELOPMENT

HBF/men

File

Cleaners - Disinfectants

Cleaners with the Magic touch

Sanitary Supplies

Aladdin, Inc.
ATLANTA, GEORGIA

124 Auburn Ave., N. E.
Phone CY. 6981

April 18, 1950

Bethune-Cookman College
Daytona Beach, Florida

Attn: Mr. Richard V. Moore
President

Dear Mr. Moore:

Many thanks for your letter of April 12th requesting a lecture and demonstration on June 21st.

We will be more than glad to instruct your Work Conference on cleaning and maintenance and feel that the information which we have gained through long years of experience will be extremely helpful to those attending the conference.

We would appreciate your advising us at your earliest opportunity the number of hours which you will make available to us on Wednesday, June 21st, for the demonstration. Please advise us as to whether we will be limited to a particular subject as to floor cleaning and waxing, dish washing, pest control, or whether you would like us to go briefly over the most important items in our line.

Yours very truly,

ALADDIN, INCORPORATED

JJWallen

J. J. Wallen
President

JJW:hs

File

Tuskegee Institute

TUSKEGEE INSTITUTE
ALABAMA

OFFICE OF
THE PRESIDENT

April 18, 1950

President Richard V. Moore
Bethune-Cookman College
Daytona Beach, Florida

Dear President Moore:

I am pleased to recommend Mr. George Howell, Supervisor of Maintenance in the Department of Buildings and Grounds. I believe a letter to Mr. Howell or to the Superintendent of Buildings and Grounds, Mr. J. L. Anderson, would secure his services for the conference you have in mind.

With regards,

Sincerely yours,

F. D. Patterson

F. D. Patterson
President

p
cc--Mr. J. L. Anderson

April 25, 1950

Mr. J. L. Anderson
Tuskegee Institute
Tuskegee Institute, Alabama

Dear Mr. Anderson:

We wish to solicit your cooperation in securing the services of Mr. George Howell as a Consultant at our Work Conference for Custodians and Janitors June 18-24, 1950.

We are writing Mr. Howell today and hope it will be possible for him to visit with us and participate in the Conference.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-T

April 25, 1950

Mr. George Howell
Supervisor of Maintenance
Department of Buildings and Grounds
Tuskegee Institute
Tuskegee Institute, Alabama

Dear Mr. Howell:

You will note from the enclosed material that a Work Conference for Custodians and Janitors will be held at Bethune-Cookman College June 18-24, 1950.

We are in need of a person to serve as a Consultant for this Conference and you have been highly recommended by Dr. F. D. Patterson as a person who is qualified to serve in this capacity.

We will be delighted to have you visit with us and serve as a Consultant for this Conference. For your services in this capacity, we will take care of your transportation, provide board and lodging while you are on the campus and give you an honorarium.

Please let us hear from you indicating whether or not you will be with us in order that we may complete the schedule.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-T
Enclosures

Booker T. Washington Jr. High School
Ninth Street and Fourth Avenue

H. W. BLAKE
Principal

Tampa, Florida

PHONE M 54 613

April 27, 1950

**Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida**

Dear Sir:

In regard to the Work Conference for Custodians and Janitors to be held at Bethune-Cookman College, we are very desirous of having all of these persons attend the conference, but at the present time we are not able to let you know which of these or how many will attend.

Very truly yours,

H. W. Blake

H. W. Blake, Principal BM

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Coleman, Bernice	M	809 Nassau Street	Tampa, Florida
Rodriguez, Francisco	M	2215 - Mallory Avenue	"
Walker, Pearl	F	3204 - 29th Street	"

Reply

Buildings & Grounds
Tuskegee Institute, Alabama

April 29, 1950

President Richard V. Moore
Bethune-Cookman College
Daytona Beach, Florida

Dear President Moore:

I shall be pleased to accept your invitation to serve as a Consultant at your forthcoming Work Conference for Custodians and Janitors. I am sure that participation in this Conference will prove helpful and beneficial to all.

Please furnish me with a copy of your program when all arrangements have been completed.

Very truly yours,

George L. Howell

George L. Howell

GLH/d

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
TALLAHASSEE

THOMAS D. BAILEY
SUPERINTENDENT

April 29, 1950

Mr. Richard V. Moore
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

In accordance with your request for material which can be used in connection with the Work Conference for Custodians and Janitors June 18 - 24, 1950, I regret to advise that we do not have material of this type available.

In view of the experience of the man who is taking charge of this Work Conference, I feel sure that you should be able to develop an outstanding course which should result in a very successful conference.

It is unfortunate that we are unable to help you by furnishing course materials, but if we may be of assistance in other ways, please do not hestitate to call on us.

Sincerely,

H. F. Hinton

H. F. Hinton, State Supervisor
Trade and Industrial Education

HFH:s

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
TALLAHASSEE

THOMAS D. BAILEY
SUPERINTENDENT

May 2, 1950

Call Mr. Hale

[illegible]

Janitor + Custodian [illegible]

File

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear Mr. Moore:

Apparently I did not make my letter clear. I shall write superintendents and recommend that custodians be sent to your workshop.

I raised the question of aid for your effort. I suggest that you communicate directly with Mr. H. F. Hinton and tell him your plans and ask if he can be of assistance to you.

With best wishes, I am

Sincerely yours,

D. E. Williams

D. E. Williams
Director of Negro Education

DEW:CDL

OFFICE OF
COUNTY SUPERINTENDENT
CHARLIE BEVIS

BOARD MEETS
FIRST TUESDAY AFTER
FIRST MONDAY IN EACH
MONTH.

Superintendent of Public Instruction
FOR THE COUNTY OF LEE
Fort Myers, Florida

DAVID M. BULL
CHAIRMAN
ALVA, FLORIDA

EARL HORD
ST. JAMES CITY, FLORIDA

EDWARD SIMPSON
FORT MYERS, FLORIDA

DR. BAKER WHISNANT
FORT MYERS, FLORIDA

J. L. CLARKSON
FORT MYERS, FLORIDA

May 3, 1950

Bethune-Cookman College
Daytona Beach, Florida

Att: Dr. Richard V. Moore

Dear Dr. Moore:

Enclosed you will find the names of Ernest McMillian and Charles Spencer who wish to attend the Work Conference for janitors and custodians to be held at Bethune-Cookman College on June 18-24.

We are enclosing Cashier's check for $5.00 as registration fee for McMillian. He is an employee of the Lee County Bank and wishes to participate in this course.

We realize that notification of this registration should have been prior to May 1, but hope that you will see fit to accept them on this date.

Please advise me of further instructions that I may pass on to these two people,as they will be dependent on this office to keep them posted as to information they should receive.

Very truly yours,

Charlie Bevis

Charlie Bevis
County School Superintendent

CB:em
Enc:

P.S. Will the Work Conference be held in June or July?
C.B.

Hill

Buildings & Grounds
Tuskegee Institute, Alabama

May 6, 1950

President Richard V. Moore
Bethune-Cookman College
Daytona Beach, Florida

Dear President Moore:

As per your request, I am submitting the following information concerning myself. I was born September 28, 1906 at Suffolk, Virginia; finished Virginia State High School 1925; attended Virginia State College 1925-26; married 1929; worked for Horn and Hardart Baking Company, a restaurant chain in Philadelphia, Pennsylvania 1930-38; began work at Tuskegee Institute September 1938 as Superintendent of Service in the Institute Cafeteria; transferred to the Department of Buildings and Grounds as Custodial Supervisor February 1943; attended short course for Building Service Workers at Teachers College, Columbia University 1947.

Under seperate cover, I am sending a picture of myself.

Very truly yours,

George L. Howell

GLH/d

~~Reply~~

PECK HIGH SCHOOL
Fernandina ◆ Florida

A. QUINN JONES, JR., Principal

May 9, 1950

President Richard V. Moore
Bethune Cookman College
Daytona Beach, Florida

Dear Sir:

I should like some information in connection with the Work Conference for custodians and janitors which will be held at your school June 18-June 24,1950.

Our custodian, Mr. James Cooper, has relatives living in the city of Daytona Beach, and he wishes to live with them. Will it be possible for him to do so if he sends in his Registration Fee of $5.00? Please let us hear from you at your earliest convenience. I am

Very truly yours,

A. Quinn Jones, Jr.
A. Quinn Jones, Jr.

May 10, 1950

Mr. Charlie Bevis
County School Superintendent
Lee County
Fort Myers, Florida

Dear Mr. Bevis:

This is to acknowledge with thanks your letter of May 3, with a Cashier's check for $5.00 enclosed—registration fee for McMillian.

We are happy to know that Mr. McMillian and Mr. Spencer will be in attendance at the Work Conference for janitors and custodians. From all indication, we will have a very large enrollment for this Conference, and a very capable staff to give lecturers and demonstrations.

The conference will be held June 18 through June 24, 1950.

The leading manufacturing companies have agreed to send representatives to participate in this conference and give lecturers and demonstrations. We will keep you informed as to future developments.

We are grateful for your interest and cooperation.

Sincerely yours,

Richard V. Moore

RVM:T
1 enclosure
Receipt for $5.00 enclosed

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
TALLAHASSEE

THOMAS D. BAILEY
SUPERINTENDENT

May 11, 1950

Dr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear President Moore:

I am sorry that I have not had time to answer your letter of April 25 before this. I am very much interested in the work that you propose in your letter, since one of the greatest needs in the schools of Florida right now is expert custodianship.

I notice that your course is already organized and will therefore make no suggestions regarding it. However, I shall be delighted to visit with you at least for a few days during the conference. If it is at all possible I should like to attend the entire conference as an observer with the idea of making any contributions that I can.

27
~~Tues May 23~~
Sat May 27 10 a.m.

Mr. D. E. Williams of this Department discussed this matter with me before I had your letter and I indicated to him that I shall be glad to work with you in every possible way. It may be that I can come down for a brief visit with you before the conference. Meantime, if there is anything that I can do to be of assistance please let me know.

Before I close, however, I wish to suggest that if your library does not have any books in the field of custodial service you might wish to purchase two or three copies of each of the following:

Handbook for School Custodians - by Brainard, ✓
University of Nebraska Press
Lincoln, Nebraska $2.40

The Custodian at Work - by N. E. Viles, ✓
The University Publishing Co.
Lincoln, Nebraska ---

EDUCATION MOLDS OUR FUTURE
BETTER SCHOOLS MAKE BETTER COMMUNITIES

The School Custodian's
Housekeeping Handbook - by Linn and Others
Bureau of Publications,
Teachers College
Columbia University
New York, New York $3.75

I trust that this added information will be of service to you.

Very truly yours,

J. Fred Horn

J. Fred Horn
School Plant Consultant

cc: D. E. Williams
JFH/hw

May 16, 1950

Mr. A. Quinn Jones, Jr., Principal
Peck High School
Fernandina, Florida

Dear Mr. Jones:

This is to acknowledge receipt of your letter of May 9, concerning the Work Conference for custodians and janitors which will be held at Bethune-Cookman College June 18 through June 24, 1950.

We are happy to know that your custodian, Mr. James Cooper, plans to attend the conference. If he will send in his registration fee of $5.00, we will be happy to have him live in the city with relatives and attend the sessions of the Conference.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-T

Reply

ZEP MANUFACTURING CORPORATION
560 EDGEWOOD AVENUE, N. E.
P. O. BOX 2015
ATLANTA 1, GEORGIA

RESEARCH AND
DEVELOPMENT
DEPARTMENT

May 18, 1950

Dr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Fla.

Dear Dr. Moore:

I have not received a reply to my letter of April 17 outlining our willingness for me to come down to your College on June 23 to give a talk in connection with your Work Conference.

If you will be kind enough to refer to my letter you will note that there are several questions which I have asked in connection with the details of arrangements. It is necessary for me to know these in order to make my plans in connection with the proposed trip. Also it will be desirable for me to make the necessary reservations for transportation and hotel.

Therefore, I will appreciate a reply at your earliest convenience as to whether you have any further interest in my coming down on that date.

Yours very truly,

ZEP MANUFACTURING CORPORATION

Harold B. Friedman

Harold B. Friedman, Ph. D.
CHIEF, RESEARCH & DEVELOPMENT

HBF/men

May 19, 1950

Mr. J. Fred Horn
School Plant Consultant
State Department of Education
Tallahassee, Florida

Dear Mr. Horn:

Thank you very much for your letter of May 11, with reference to our Work-Conference for Custodians.

We would be delighted to have you come to the College for a conference before the session begins. If it is convenient with you, May 27, 10:00 a.m. will be satisfactory with us. If this date does not meet your approval, please let us know the date and time you can come.

Thank you for the list of books in the field of custodial service. The books have been ordered.

Please feel free to make any suggestions you desire regarding the organization of this course. We shall welcome any comment you may make.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-T

PECK HIGH SCHOOL
Fernandina ◆ Florida

A. QUINN JONES, JR., Principal

Reply

May 22, 1950

President Richard V. Moore
Bethune-Cookman College
Daytona Beach, Florida

Dear Sir:

Enclosed you will find a check for $5.00 to cover the registration fee for Mr. James Cooper, our custodian, who will attend the Workshop for Custodians at Bethune-Cookman College from June 18-June 24, 1950.

With kind personal regards, I am

Very truly yours,

A. Quinn Jones, Jr.
A. Quinn Jones, Jr., Principal

Enclosure

AQJ:mts

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
TALLAHASSEE

THOMAS D. BAILEY
SUPERINTENDENT

Wade Shop teacher

May 24, 1950

Dr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear President Moore:

I have arranged to meet with you at the College at 10:00 O'clock on the morning of May 27, in connection with the planning of your custodians work conference.

I am assuming that the conference will not last through the afternoon, since I shall want to return to Tallahassee Saturday night.

Very truly yours,

J. Fred Horn

J. Fred Horn
School Plant Consultant

JFH/hw

EDUCATION MOLDS OUR FUTURE

BETTER SCHOOLS MAKE BETTER COMMUNITIES

PURITAN CHEMICAL COMPANY
ATLANTA, GEORGIA

FLOYD L. BRANDES **FLA. REPRESENTATIVE**

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
TALLAHASSEE

THOMAS D. BAILEY
SUPERINTENDENT

File

May 31, 1950

Make schedule
for consultants
Harrington for
Spaulding

Dr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach, Florida

Dear President Moore:

As I promised when I talked with you, I am sending you a copy of excerpts from Florida School Laws indicating certain legal phases of the janitorial problem in Florida. You will notice that I have given the Chapter and Section references, and have quoted a part of the Section that applies to janitorial operations. I have also given after each a sentence regarding the application of the law. The application is, of course, my own statement and is not a part of the law.

I did not attempt to make an exhaustive list of legal references on the janitorial problem and it may be that you or some of your associates can make a better listing.

I enjoyed my discussion with you and I am looking forward to being with you during your Custodians' Workshop.

Very truly yours,

J. Fred Horn
J. Fred Horn
School Plant Consultant

Enclosure

JFH/hw

EDUCATION MOLDS OUR FUTURE

BETTER SCHOOLS MAKE BETTER COMMUNITIES

May 31, 1950

Mr. C. R. M. Sheppard
248 Riverside Avenue
Jacksonville, Florida

Dear Mr. Sheppard:

At the suggestion of Mr. D. E. Williams, State Department of Education, I am writing you concerning our Work Conference for custodians which will be held here June 18-24.

We are expecting approximately seventy-five persons to be in attendance at this Conference,and we would be delighted to have you serve as a consultant one day. The enclosed letter will give you additional information regarding the conference.

Please let me know if you will be able to work with us.

Sincerely yours,

Richard V. Moore

RVM-T

JAMES R. GRIFFIN
EXECUTIVE DIRECTOR
PHONE 3-9520

LEONTINE BARYL McCANN
SECRETARY

V. E. HILSMAN
TREASURER

The United Scholarship Fund Organization, U. S. A.

(FOR THE EDUCATION OF YOUTH)
EXECUTIVE OFFICE
404 NORTH EAST STREET
Dothan, Alabama

Reply
$190.00 [illegible]

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405 ST. MICHAEL ST.
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RT. 11, BOX 309 A
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DOTHAN, ALA.

WOMEN'S & LEGAL DIVISIONS
MRS. M. ASHLEY DICKINSON, CHM.
121½ MONROE ST.
MONTGOMERY, ALA.

NATIONAL FIELD REPRESENTATIVE
DR. L. G. LONG
807 MADISON AVENUE
MONTGOMERY, ALA.

June 5, 1950

Dr. R.E. Moore, President
Bethune - Cookman College
Daytona, Beach, Florida

Dear Dr. Moore:

In abiding with your request on selecting a student for a scholarship award to your College, when we discussed this at the West Florida Educational Association in Marianna, Florida, the past school term. Since you prefer a young man, i recomend Mr. Amos Sheffield of 521 East Burdeshaw Street, Dothan, Ala., Who is a recent graduate of Southeast Ala. Baptist Seminary high school division, with highest honors. He is a veteran of World war 11. and i think that is eligibility will run for six more months.

Our organization will hold the "Scholarship Commission " planning conference at Daniel Payne College, Birmingham, Ala. June 28, 1950 10:00 A.M. If possible try to come tothis meeting. Our organization intends to be a social agency to forever aid needy students in the future years to come, In the event you cannot attend the meeting personally, send a represenative. I am

Very sincerely,

James R. Griffin

James R. Griffin
Executive Director
and Chairman Of "The Estate
General Commission, U.S.F.O.

Page 2

CAMPUS NEWS

June 5, 1950

Bernice Burroughs, Editor

INTRODUCING AN IMPORTANT SUBJECT

The most important part of campus life - the choosing of personnel - receives front-page attention in this issue. The applicants listed below represent only a few of the many whose names and more complete histories are available from the Department of Personnel, 810 Broadway, Nashville 2, Tenn. Dr. Myron F. Wicke, editor of President's Bulletin Board, who provided the ads on this page, will publish a more complete list in the June issue of PBB.

English, Education, French.
Woman, 47, Ed.D., Indiana Univ. (1942). Over 20 years in English, French, Education. Library experience. Able to conduct work in remedial composition.

Economics.
Man, 27, B.B.A., Emory; M.B.A., Wharton School (1948), (Ph.D. residence requirement completed June 1950). Several years experience. Married, child, dry climate demanded by son's health.

Bible, Philosophy.
Man, 30, A.B., Albion; Ph.D., Boston U. (1947) New Testament; 3 yrs. exp. ordained minister.

Dean of Women.
Woman, 45, A.B., Kentucky Wesleyan; M.A. Columbia, Guidance (1949) guidance counselor high school; excellent references. Widow, one child. High school experience in English.

Education.
Man, A.B. Asbury; M.A., U. of Ky.; Ph.D. Ohio State (Ed.) 1949; some publication; college experience; wide experience in public school administration.

English.
Man, 49, B.S. Wooster; M.A., Yale; Ph.D. Yale, (English); excellent experience; college field agent; married, two children; Methodist.

Political Science.
Man, 26, A.B. Penn. State; M.A. Harvard; nearing Ph.D., single; Methodist; "a man of unusual ability."

Philosophy, Religion, Dean.
Man, 36, married, no children. B.S. Muhlenberg; S.T.B. Temple; A.M., Ph.D. Drew (Philosophy, Literature). Also Columbia (Educational Administration) At present administrative assistant. Ordained minister.

Chemistry.
Man, 32, married, one daughter, B.S. U. of Vermont; M.S., Delaware; Ph.D. Delaware, Phi Beta Kappa, Publication. No teaching, but wide industrial experience.

History.
Man, 44, ordained Methodist minister. A.B., Atlantic Christian; M.A., Alabama; Ph.D. Iowa. No experience but superlative recommendations.

Maintenance Man.
Retired missionary. Active and in good health. Can do anything from tuning pianos to sharpening knives.

Music--(Violin, Choir).
Man, 34, B.M.E. Chicago Musical Col.; M.M.E., Chicago College. Experience, Church minister of music. Married. No children.

Material in this newssheet may be used without giving credit. *Campus News* is issued by the Joint Committee on Public Relations for Educational Institutions of The Methodist Church, 810 Broadway, Nashville 2, Tennessee.

WORLD COUNCIL OF CHURCHES TO MEET AT NORTHWESTERN IN 1953

EVANSTON, Ill. -- The World Council of Churches, including over 150 Protestant and Orthodox churches in 44 countries, will hold its second assembly at Northwestern University in the summer of 1953. The announcement was made by Bishop G. Bromley Oxnam of The Methodist Church, New York Area, one of the six presidents of the World Council, and Dr. J. Roscoe Miller, president of Northwestern University.

Citing the selection of Northwestern by the World Council as "a cause of deep pride" for Midwesterners, Dr. Miller pointed out the likelihood that the international assembly, held once every five years, would be "the most important religious gathering ever held in the Chicago area."

BETHUNE-COOKMAN OFFERS TWO UNIQUE WORK-CONFERENCES

DAYTONA BEACH, Fla. -- Bethune-Cookman College will offer courses that differ from the liberal arts curriculum when they open their facilities to summer conferences and workshops.

More than 50 applications have been received for the conference for janitors and custodians June 18-24. Applicants include employees of schools, banks and other public and private corporations. Mr. George L. Howell, head of the maintenance division of Tuskegee Institute, and Mr. Edward Van Poole, supervisor of maintenance at Bethune-Cookman College, will direct the conference.

Bethune-Cookman and the State Department of Education will co-sponsor a work-conference for school lunch managers, June 18-July 1. Mrs. Maude Diaz, supervisor of Negro school lunchrooms of Dade County, and Mr. Charles Francis, dietitian of Bethune-Cookman College, will direct the workshop.

CORNELL COLLEGE STUDENTS HELP A FRIEND

MOUNT VERNON, Iowa -- Cornell College students raised $500 during a recent "Alice and George Brown Week" to help the Browns rebuild their grill which was destroyed by fire. A take-off on a recent student-faculty party netted $216 and a dance was held, with everyone expected to contribute an amount equal to that which they would have spent elsewhere. Individual contributions are expected to bring the total to $1,000.

Students assisted George in clearing away the debris and in preparing for erection of a new grill. When the new, pre-fabricated building arrived, they assisted in assembling it and preparing for the reopening. The record of student accounts was saved from the fire, and George's employees formed a self-appointed agency to collect all outstanding ones.

"As I surveyed the wreck," said George, "my first thought was 'I'm through.' But as friends appeared with offers to help, I began to realize what dividends friendship pays."

TOWN AND GOWN

The May 1950 issue of College and University Business contains an article by Dr. Lincoln B. Hale, president of Evansville College, Evansville, Indiana. Entitling his article, "Town and Gown," Dr. Hale emphasizes that, "to eliminate the frequent conflict between the two, a college must become an educational service station to the community."

- * / * -

NOTE: In the May 22 issue of Campus News, the Southwestern University address was given as Jacksonville, Texas. Georgetown, Texas is the correct location.

NEWS NOTES

MOUNT UNION COLLEGE, Alliance, O. -- Mount Union College will add two new courses to its curriculum for the 80th annual summer school June 5 to August 11. "Educational Administration" will deal with school organization and supervision of the educational system. "Politics, Parties, and Opinion," will offer an analysis of the development and present nature of politics in the United States. Basically an extension of the regular college year, the summer session will offer the same courses taught during the year, with the same credit hours.

LAWRENCE COLLEGE, Appleton, Wis. -- A $250,000 collection of old masters will dedicate the Worcester Fine Arts Center this month at Lawrence College, and will honor three prominent names in Midwestern art, Mr. and Mrs. Charles H. Worcester of Chicago, and the late Mrs. Henry M. Wriston. Mr. and Mrs. Worcester who aided the growth of the Chicago Art Institute, have given $260,000 for the art building, along with pictures from their private collection. Mrs. Wriston, whose husband was a former president of Lawrence and now head of Brown University, Providence, R. I., pioneered in founding a picture rental service to college students. Inaugurated at Lawrence, the plan has become nationwide. A lounge in the Worcester building bears her name.

DICKINSON COLLEGE, Carlisle, Pa. -- Dr. William Lonsdale Taylor, political scientist at Dickinson, has been granted a year's leave to lecture in the Republic of Korea. Through the U.S. Department of State's cultural exchange program, Dr. Taylor will be visiting professor of political science at Chosen Christian University in Seoul. He will take books on political science and allied subjects as gifts from the United States government to the university library. Dr. Taylor was formerly chief of the records analysis division of the State Department, and a member of the international secretariat at the San Francisco Conference in 1945.

COLLEGE OF PUGET SOUND, Tacoma, Wash. -- Two $100 scholarships for training in museum work have been presented to the College of Puget Sound. Donors of the scholarships, which are to be awarded each fall semester, are Mrs. Anna Frederick and Dr. Murray L. Johnson. The scholarships represent a memorial to Laurence A. Johnson, Mrs. Frederick's brother and Dr. Johnson's father. Dr. Johnson, a Tacoma surgeon and CPS graduate, has contributed outstanding specimens to the college's museum of natural history.

SOUTHERN METHODIST UNIVERSITY, Dallas, Texas -- Annual Honors Day on the SMU campus was held May 3. The university-wide convocation recognized scholastic achievement of students in all schools of the university whose grades average "B" or better. More than 700 students were included on the spring semester honor roll. Dr. Guy E. Snavely, executive director of the Association of American Colleges was the convocation speaker, and Claude A. Albritton of the geology department was program chairman.

DAKOTA WESLEYAN UNIVERSITY, Mitchell, S.D. -- The Dakota Wesleyan radio department observed its first anniversary, May 18, with a complete day of broadcasting. Two shows were actually broadcast over Station KORN, The Educational Clinic and Prompt Book of the Air. The others were heard over loudspeakers on the campus. A variety of programs for the day began with a ladies kitchen show and included soap operas, quiz programs, disc jockey and humorous shows, sportscasts, organ reveries, newscasts, and a murder mystery, all punctuated with commercials and station announcements. Arrangements for the day included installation of the loudspeakers and wires connecting the campus buildings, as well as preparation of scripts and casts for the 12-hour program.

News Notes (Cont'd)

NATIONAL COLLEGE, Kansas City, Mo. -- National College is cooperating with the Board of Education of the Kansas and Missouri Conferences in sponsoring a Methodist Laboratory School of Christian Leadership Education, June 4-9. Miss Dale Keeler, professor of religious education at National College is director; Mrs. Ida Binger Hubbard, area counselor of children's work, Des Moines, Iowa, supervisor.

CLARK COLLEGE, Atlanta, Ga.--Through the Woman's Division of Christian Service, the Crusade Scholarship Committee of The Methodist Church has awarded a scholarship for graduate study to Miss Wilhelmina J. Gilbert, for seven years secretary to President James P. Brawley at Clark College. She has been admitted to the graduate division of the Boston University School of Public Relations where she will work toward the M.S. degree in Public Relations.

SYRACUSE UNIVERSITY, Syracuse, N. Y. -- Sculptor Ivan Mestrovic's "Life of Christ," a series of 25 carved wood panels, had its first showing as a unit at Syracuse University's Hendricks Chapel, May 21-June 5. The exhibition reliefs by the famed Yugoslavian artist had never before been assembled and presented to the public as a chronological depiction of the life of Jesus. The panels have been executed over a period of more than 30 years. Carved in heavy pieces of French, Yugoslavian and American walnut, the series traces the life of Christ from the Annunciation through the Ascension. Mestrovic, whom Rodin called "the greatest phenomenon among the sculptors," began a self-imposed exile in the United States three years ago and accepted appointment as sculptor-in-residence at Syracuse University where he also served as head of the sculpture department in the college of fine arts.

EMORY UNIVERSITY, Atlanta, Ga. -- Marvin Sledd, associate professor of mathematics at Emory, has been awarded an atomic energy fellowship for research at Massachusetts Institute of Technology next year. On a grant from the Associated Universities Inc., he will make a special study of elasticity as related to munitions. The mathematics professor received the degrees of A.B. and M.S. at Emory, and an M.S. in electrical engineering at M.I.T. He left a position as assistant professor in electrical engineering at M.I.T. to join the Emory faculty in 1948.

BOSTON UNIVERSITY, Boston, Mass. -- President Daniel L. Marsh recently visited Jerusalem, Israel, to participate in the 25th anniversary celebration of the founding of the Hebrew University of Jerusalem. In Dr. Marsh's address to the assembly which gathered for the week's celebration, he said, "The spirit of understanding is an essential element in any true education and is one of the most imperatively needed traits in human life. It is needed in every area of tension today -- tension in fields of labor and management; tension in religion, where one clashes with another; tension in interracial relations, and in international affairs." During his visit, President Marsh was guest of the president of the Hebrew University.

DEPAUW UNIVERSITY, Greencastle, Ind. -- Rector Scholarships to DePauw University have been awarded to 129 high school students from eleven states. The scholarships, established in 1919 by the late Edward Rector of Chicago, have values up to full four-year tuition, and are awarded on the basis of character, leadership and scholarship. Students receiving the scholarships must maintain an average of one fourth of their work above "C" during their freshman year, and one half of their work above "C" thereafter.

BENNETT COLLEGE, Greensboro, N. C. -- Hansel and Gretel and Ruth Gordon's Years Ago are the plays scheduled for the Bennett College Community Theatre which opened May 22. An annual service of the college, the theatre offers opportunity to the community for training in all phases of theatre production.

SPEAKING OF PUBLIC RELATIONS....

HOW TO MAKE A DREAM COME THROUGH

An entire Sunday supplement of a large circulation newspaper devoted to one university. Doesn't that sound like a recipe for the best dream of any public relations officer? It really happened at Boston University.

On Sunday, March 12, prior to the Tuesday-Wednesday Founders Day convocation and dedication of new buildings, the entire Boston HERALD Sunday supplement -- cover, pictures, story and even ads -- introduced many phases of life on the campus.

And then, on Easter, the cover of the Boston Sunday GLOBE supplement was a reproduction in color of "Christ the Teacher," the beautiful symbolic detail of the Rose Window in the newly dedicated Marsh Chapel.

In order to present to CAMPUS NEWS readers some of the techniques and the arduous work involved in these two achievements, we asked Mrs. Edward R. Collier, director of publicity at Boston University, to tell us how the job was done. Her letter proved to be so valuable that we asked permission to quote these paragraphs:

"Let me take the window first. The Boston Sunday GLOBE weekly uses a color cover on its tabloid roto Sunday supplement. At Easter it always runs a suitable picture for the season. When I found that I could get a color transparency of the Rose Window in time for Easter reproduction, I queried the GLOBE editor, who was interested, and who, when shown the transparency, accepted it. This was done at least six weeks before Easter, since color photography and printing have to be done four or five weeks before publication date. (Circulation of Sunday GLOBE -- 400,000 in New England.)

"Boston HERALD Boston University tabloid Sunday supplement: This really started with my suggestion to the HERALD managing editor that when the university opened in September (1949), we would have effected a major moving of various of our colleges and administrative offices to the campus from other locations around Boston. I discovered then that the Boston HERALD had already scheduled a special supplement for the opening of a new building in Boston. Accordingly, the editor and I agreed that the fall date would be a poor one, as the HERALD, of course, had to sell advertising space to support such a venture.

"My next thought was that our Founders Day in March, which would feature the dedication of two new buildings -- the School of Theology and Marsh Chapel -- would be a more suitable date. The managing editor then consulted with his publisher. Subsequently the publisher consulted with President Daniel L. Marsh of Boston University. Both agreed on the project and we then went to work. My office supervised the editorial side, text and pictures; the HERALD sold the space to various advertisers with aiding and abetting from us; the HERALD editors and I supervised the make-up. Our color photographs were completed before Christmas. Deadline for copy for the March 12 publication date was February 10. (Sunday Boston HERALD circulation -- 300,000 in New England.)

"Conclusions: While such a project is a great deal of work, it is a wonderful and rare opportunity to present the university more as a whole than is usually possible. The Boston HERALD paid for making the photographs, they took the color photos, so the only expense involved for us was in the line of service performed by my publicity staff. The impact of the supplement was tremendous. It was much admired and appreciated, not only by Boston University people, but by the public in general."

Cleaners - Disinfectants

Cleaners with the Magic touch

Sanitary Supplies

Aladdin, Inc.
ATLANTA, GEORGIA

124 Auburn Ave., N. E.
Phone CY. 6981

June 8, 1950

Bethune-Cookman College
Daytona Beach, Florida

Attn: Mr. Richard V. Moore
President

Dear Mr. Moore:

With further reference to your letter of April 12th and ours of April 18th, the writer will be at your school June 21st prepared to lecture and demonstrate the use of cleaning products advertised by our company.

Very truly yours,

ALADDIN, INCORPORATED

JJWallen

J. J. Wallen

JJW:hs

L. A. PERKINS, JR., PRESIDENT
J. T. CANNON, JR., VICE PRESIDENT

FRANK W. NORRIS, CHAIRMAN OF THE BOARD

G. O. ANDERSON, CASHIER
W. C. HOLLER, ASS'T CASHIER

13388
THE BARNETT NATIONAL BANK
OF DE LAND
AFFILIATED WITH THE BARNETT NATIONAL BANK OF JACKSONVILLE

DELAND, FLORIDA

June 8, 1950

Bethune-Cookman College
Daytona Beach, Florida

Attention: President Richard V. Moore

My dear President Moore:

We are in receipt of your letter in regard to a Work Conference for Custodians and Janitors at Bethune-Cookman College, and wish to commend you for this specific activity and this type of activity in general. The training toward higher qualifications of people of the colored race in the activities in which many of them are primarily engaged at the present time is a substantial and profitable step in the right direction.

At the moment our building is staffed by a white force, but if this course is continued I hope that some year we will be able to take advantage of it.

Cordially yours,

President

LAP/pj

June 12, 1950

Mr. George L. Howell
Buildings and Grounds
Tuskegee Institute
Tuskegee Institute, Alabama

Dear Mr. Howell:

This is to inform you of our pre-planning meeting for the Custodians and Janitors Work Conference that is scheduled for June 17, 9:00 a.m. at Bethune-Cookman College.

At this meeting we hope to outline our program for the Work Conference which will begin Monday, June 19. We will have representatives from the State Department of Education in attendanse and we hope you will come prepared to remain throughout the conference.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-T

June 12, 1950

Mr. J. J. Wallen, President
Aladdin, Inc.
124 Auburn Avenue, N. E.
Atlanta, Georgia

Dear Mr. Wallen:

We are happy to know that it will be possible for you to send a representative from your company to participate in our Work Conference for Janitors and Custodians.

We have scheduled your representative for a lecture on Wednesday, June 21, 8:00 a. m. He may lecture and demonstrate on any phase of cleaning supplies.

From all indication, we will have a large number of Janitors and Custodians in attendance at this Work Conference.

We shall look forward to seeing your representative on Wednesday.

Sincerely yours,

Richard V. Moore

RVM-T

June 12, 1950

Dr. Harold B. Friedman
Chief, Research & Development
Zep Manufacturing Corporation
P. O. Box 2015
Atlanta 1, Georgia

Dear Dr. Friedman:

We are happy to know that it will be possible for you to participate in our Work Conference for Janitors and Custodians. We have scheduled you for a lecture on Friday, June 23, 8:00 a.m. The discussion will last for one hour. We hope it will be possible for you to serve as a consultant throughout the day.

We shall be happy to have you lecture and demonstrate on any phase of your cleaning materials—soaps, synthetic detergent cleaners or the proper use of certain types of cleaning equipment.

We regret the belated repl~~a~~y to your letter of April 17, indicating your willingness to participate in our Work Conference.

We shall look forward to seeing you on Friday.

Sincerely yours,

Richard V. Moore

RVM-T

The SELIG COMPANY
SELIG
Manufacturing Chemists Since 1896
GENERAL OFFICES AND FACTORY: ATLANTA 1, GEORGIA
336-350 MARIETTA STREET, N. W. • PHONE CYpress 5051

ALBERT S. SELIG,
President
SIMON S. SELIG, JR.,
1st Vice President
LYONS B. JOEL, II,
2nd Vice President
JULIUS SIMON,
Secretary-Treasurer

June 14, 1950

Mr. Richard V. Moore, President
BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Dear Mr. Moore:

Thank you very much for your very nice letter of June 12. However, I am afraid that we would not have sufficient time for our Mr. William F. Bode to arrive in Daytona Beach in time for your meeting on Monday, June 19th as he is scheduled for another conference and we are afraid the various samples he would desire to demonstrate would not arrive in time.

Our last letter to you in reference to this matter was on April 14th and we regret that no action was taken until June 12, which will not give us sufficient time.

We could very easily arrange to have a salesman dash up to Daytona Beach and work before your participants in a manner of a salesman but to have a trained representative that is versed in the procedure and method of instruction, which we would only wish to delegate to Mr. Bode, would hardly be feasible due to the short notice.

In closing, let me express to you my deepest appreciation for this opportunity and assuring you that should the same training be undertaken next year, that we be invited to participate with sufficient time so that we can act in the manner in which you would approve.

With our very highest regards, I am

Sincerely yours,
THE SELIG COMPANY

Albert S. Selig
President

AS:MD

OFFICES AND WAREHOUSES: DALLAS, TEXAS; HOUSTON, TEXAS; NEW ORLEANS, LOUISIANA

THE BOARD OF PUBLIC INSTRUCTION
OF DADE COUNTY, FLORIDA
COUNTY SCHOOL ADMINISTRATION BUILDING
275 N.W. SECOND STREET
MIAMI 36, FLORIDA

OFFICE OF
JAMES T. WILSON
SECRETARY AND SUPERINTENDENT

MEMBERS
MILTON WEISS, CHM.
HARLEY G. COLLINS
HARLEY O. LASSETER
JAMES A. HENDERSON
R. P. TERRY

June 14, 1950

Dr. Richard V. Moore, President
Bethune Cookman College
Daytona Beach, Florida

Dear Sir:

Thanks for your recent letter. Since the Workshop dates are not too far away, I am enclosing a tentative schedule for your approval.

This is merely last minute thinking. Check with Mr. Francis and see if he has arranged with the Food Broker in Jacksonville to give a demonstration on canned foods. Also Miss Reams, who promised to plan two field trips, one to an equipment place the other a large eating place such as Kress or Morrison.

My plans are to leave here Friday, June 16 via The Miamiam and will arrive in Daytona at 6:38. I feel we need Saturday to do a bit more planning.

There will be nine Managers from Dade County attending the workshop.

Looking forward to spending two delightful weeks of real School Lunch training.

Sincerely yours,

Maude K. Diaz

Maude K. Diaz
Area Supervisor
School Lunch Department

MKD:mlt

Enclosure

CLASS OF SERVICE
This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

W. P. MARSHALL, PRESIDENT

1201

SYMBOLS
DL = Day Letter
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

AA458

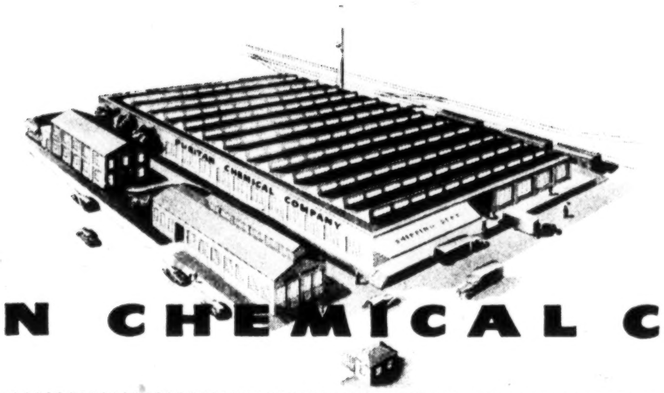
A TMA545 NL PD=TALLAHASSEE FLO 16= 1956 JUN 16 PM 10 4

DR RICHARD V MOORE=
PRESIDENT BETHUNE COOKMAN COLLEGE DAYTONABEACH FLO=

MR BARTOW DUNART WILL ATTEND THE WORK CONFERENCE FOR CUSTODIANS JUNE 18 THROUGH 24, HE WILL BE THE LINCOLN HIGH SCHOOL REPRESENTUTIVE=

G L PORTER PRINCIPLE LINCOLN HIGH SCHOOL=

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE



PURITAN CHEMICAL COMPANY

Manufacturing Chemists · Established 1920

916-932 ASHBY ST., N. W., ATLANTA, GEORGIA

June 14, 1950

Mr. Richard V. Moore, President
Bethune-Cookman College
Daytona Beach
Florida

Dear Mr. Moore:

We appreciate your letter of the 18th, informing us that you are scheduling our Mr. Floyd Brandes for a lecture on Tuesday, June 20th, at 8:00 A.M., and throughout that day.

We are immediately writing Mr. Brandes of your schedule, and thank you for the privilege.

Sincerely,
PURITAN CHEMICAL COMPANY

A. L. Feldman,
President

ALF:WAS

NO CONTRACT BINDING ON COMPANY UNTIL APPROVED IN WRITING IN ATLANTA

SCHEDULE OF CONSULTANTS

JANITORS AND CUSTODIANS WORKSHOP
Bethune-Cookman College
Daytona Beach, Florida
June 18 - 24, 1950

Monday	June 19	8:00 A. M. - - -	Representative from the SELIG COMPANY
Tuesday	June 20	8:00 A. M. - - -	Representative from PURITAN CHEMICAL COMPANY ✓
Wednesday	June 21	8:00 A. M. - - -	Representative from ALADDIN, INC. ✓
Thursday	June 22	8:00 A. M. - - -	Representative from THE WORRELL MANUFACTURING COMPANY
Friday	June 23	8:00 A. M. - - -	Representative from ZEP MANUFACTURING CORPORATION ✓

BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

-

JANITORS AND CUSTODIANS
WORK-CONFERENCE

June 19 - 24, 1950

*

DIRECTORS

*

Mr. George L. Howell
Mr. Edward Van Poole

*

GENERAL SESSION - - - - - - - - - - - - SOUTH EAST WING OF HARRISON RHODES MEMORIAL LIBRARY

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MEALS

FAITH HALL

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Breakfast - 6:15 A.M. - 7:30 A.M.

Lunch - 12:30 P.M. - 1:45 P.M.

Dinner - 5:30 P.M. - 6:30 P.M.

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BETHUNE-COOKMAN COLLEGE
DAYTONA BEACH, FLORIDA

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JANITORS AND CUSTODIANS WORK CONFERENCE

June 19 - 24, 1950

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CONFERENCE SCHEDULE

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MONDAY June 19

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8:00 A.M. - 9:30 A.M. - - - - - - - - - General Assembly and Registration

9:00 A.M. - 10:30 A.M. - -General Session - - Greetings and Introduction of Staff
President R.V. Moore
"Importance of a Well Planned Cleaning Program" - - Mr. George L. Howell

10:30 A.M. - 11:30 A.M. "Personal Appearance" - - - -Dean C.L.F. Clark
"Responsibilities of the Custodial Worker"-Mr. George L. Howell

11:30 A.M. - 12:00 P.M.- - - Discussion led by - - Mr. Edward Van Poole

12:00 P.M. -12:45 P.M. - Assembly

12:45 P.M. - 1:45 P.M. - Lunch

2:00 P.M. - 3:00 P.M. - - Discussion led by- - - - -Mr. George L. Howell
"Standard Materials and Supplies"

3:00 P.M - 4:00 P.M. - - Discussion led by - - - - - - -Mr. James Huger
"Practicing Economy in the Performance of Duties"

TUESDAY June 20

*.

8:00 A.M - 9:00 A.M._ _ _ Discussion led by - - - - - - -Mr. J. Fred Horn
Florida School Plant Consultant
"Legal References as to Custodial Services in Florida"

9:00 A.M. - 10:00 A.M. - - - Mr. Thomas A. Ferrell and Mr. J. Fred Horn
"Preventive Maintenance "

10:00 A.M. - 12:oo Noon - Lecture - - - - - - - - - - Mr. Floyd L. Brandes
Puritan Chemical Company Atlanta, Georgia
"Disenfectants, Deodrants and Insecticides"

12:30 P.M. - 1:45 P.M. - Dinner

2:00 P.M. - 4:00 P.M. - - - - - - Film - - - - - - Mr. Floyd L. Brandes
"General Care of Floors"

WEDNESDAY June 21

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8:00 A.M. - 12:00 Noon - - Lecture and Demonstration - - - - Mr. J. J. Wallen
President of the Alladin Inc. Atlanta, **Georgia**
"Wood Floors and Their Care"

12:30 P.M. - 1:45 P.M. - **Lunch**

2:00 P.M. - 3:00 **P.M. "Fire Prevention"** - - - - - - **Captain Thomas E. Spain**
Daytona Beach Fire Department
"Heating Problems"- - - - - - - - - - - - - - Mr. Edward Van Poole

THURSDAY June 22

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8:00 A.M. - 12:00 Noon - - Lecture and Demonstration - Mr. R.A. "Bob" Hogen
Southeastern Division Manager
Worrell Manufacturing Company

2:00 P.M. - 4:00 P.M. - - "Vacumn Cleaning" - - - - - Mr. R.A. "Bob" Hogen

FRIDAY June 23

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8:00 A.M. - 9:00 A.M. - - "Sweeping, Dusting, Mopping"-Mr. George L. Howell

9:00 A.M. - 10: A.M. - -"Window Cleaning" - - - - - - -Mr. Edward Van Poole

10:00 A.M. - 11:00 A.M. "Care of Toilet Rooms" - - - - Mr. George L. Howell

11A.M. - 12:00 Noon - - - -Discussion led by - - - - Mr. Edward Van Poole
"Maintenance of Buildings and Grounds"

12:00 Noon - - - - - - - - - - - -Assembly - - - - -Awarding of Certificates

12:45 P.M. - 1:45 P.M. - Lunch

2:00 P.M. - 4:00 P.M. - Lecture and Demonstration
Mr. Harold B. Friedman, Ph.D
Chief, Research and Development
Zep Manufacturing Coporation

SATURDAY June 24

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8:00 A.M. - 10: A.M. - - - - - - -Question and Answer Period

11:00 A.M. - - - - - - - - - -Closing Remarks - - - - - Mr. Edward Van Poole

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JANITORS AND CUSTODIANS WORKSHOP

June 19 - 24, 1950

NAME	ADDRESS	COUNTY
Mr. Frank Benjamin	835 W. Ocklawaha Street Ocala, Florida	Marion
Mr. Arnake Burney	61 W. 13th Street Sanford, Florida	Seminole
Rev. Peter Cobb	Oviedo, Florida	Orange
Mr. James Cooper	319 So. 5th Street Fernandina, Florida	Nassau
Mr. Bartow MaZin Duhart	Lincoln High School Tallahassee, Florida	Leon
Mr. Paul Eppinger	908 Thomas Street Key West, Florida	Monroe
Mr. Robert Flagg	221 Gadsen Street Ocala, Florida	Marion
Mr. Willie Floyd	944 W. Ft. King Ocala, Florida	Marion
Mr. Chester Greer	West Broadway Ocala, Florida	Marion
Mr. Shedrack Hannibal	725 Thomas Street Key West, Florida	Monroe
Mr. Johnnie Lee	General Delivery Pahokee, Florida	Palm Beach
Mr. Wilson Lewis	Citra, Florida	
Mr. Ernest McMillian	1620 Lilly Street Ft. Myers, Florida	Lee
Mr. Mack Moore	4908 Washington Drive Miami 33, Florida	Dade
Mr. Matthew Moore	Route 3 - Box 51 Ocala, Florida	Mari

NAME	ADDRESS	COUNTY
Mr. Willie Perryman	Dunnellon, Florida	Marion
Mr. Charlie Reed	1314 Sanford Avenue Sanford, Florida	Seminole
Mr. Marvin Shaw	549 South Street Daytona Beach, Florida	Volusia
Mr. Jesse R. Stephens	Bond Junior High School Tallahassee, Florida	Leon
Mr. Lee Edward Stockton	115 Beach Street Ocala, Florida	Marion
Mr. Isaac Thompson	P. O. Box 1540 Oveido, Florida	Orange
Mr. Otis Washington	Dunnellon, Florida	Marion
Mr. Fred Williams	742 Hodd Street Ocala, Florida	Marion

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Ernest McMillian	M	Box 711	Fort Myers, Fla.
Charles Spencer	**M**	**P.O.Box 1751**	**Fort Myers,Fla.**

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Chester Taylor	M	1230 India Street	Tampa, Florida

Don Thompson Vocational School
1309 Morgan Street
Tampa, Florida

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Janitors & Custodians Conference

NAME	SEX M OR F	ADDRESS	CITY
Mr. Marvin Shaw	M	549, S. Street	City

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Jones, Samuel	Male	1200 N. W. 6th Ave	Miami 36, Florida
McCombs, Samuel	"	" "	" "

Booker T. Washington High School
Charles L. Williams
Principal

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Mr. Randolph Jackson	M	Monroe High School	Cocoa, Fla.

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COCKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Paul Eppinger	**M**	**Apt. D-10 Fort Village**	**Key West, Florida**
Shedrack Hannibal	**M**	**725 Thomas St.**	**" " "**

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Chester Greer	M	Central Elementary	Ocala, Florida
Frank Benjamin	M	Howard Academy	Ocala, Florida
Robert Flagg	M	Howard Academy	Ocala, Florida
Willie Perryman	M	Dunnellon	Dunnellon, Florida
Robert Nails	M	Ocala High School	Ocala, Florida
Willie Floyd	M	Ocala High School	Ocala, Florida
J. B. Bostick	M	B. T. W. School	Dunnellon, Florida
Wilson Lewis, Jr.	M	Mt. Zion School	Reddick, Florida
Lee Stockton	M	Wyomina Park	Torrey Ave., Ocala

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Johnny Lee	Male	Box 603	Pahokee, Fla.
		Custodian, Pahokee Elementary School	

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Mary Land	F	137-9th. Ave.E	Bradenton
Electa Green	F	1116-4th. Ave.	Palmetto
Lettie Love	F	1031-3rd. St. W	Bradenton
Lonnie Harrell	F	1007-8th. St. W	Bradenton
Allie Mae Buckine	F	1214-7th. St.W	Bradenton.

These are all interested and and I feel sure that three (the first three names) will surely go and possibly the others.

Julia R Hastings

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Isaac Thompson	M	Oviedo Jr. High School	Oviedo, Fla.

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Mr. Stobie James	M	627 Whitehall St.	Daytona Beach, Fla

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Mr. James Cooper	Male	Peck High School	Fernandina , Florida

WORK CONFERENCE
For
JANITORS AND CUSTODIANS
July 18 - 24, 1950

BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

NAME	SEX M OR F	ADDRESS	CITY
Jousha Bush	Male	803 East Alaska Street Lake City, Florida.	

June 28, 1950

Mr. A. L. Feldman, President
Puritan Chemical Company
916-932 Ashby Street, N. W.
Atlanta, Georgia

Dear Mr. Feldman:

Thank you for your letter of June 22.

We are grateful to you for making it possible for Mr. Floyd Brandes to participate in our Work Conference for Janitors and Custodians. We found him to be a very efficient, congenial and cooperative person. You are fortunate to have such a person in your Company.

Persons in attendance were loud in their praise of the effective services rendered by Mr. Brandes and we shall look forward to having him work with us again in the future.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM-t

June 29, 1950

The President
Aladdin, Incorporated
124 Auburn Avenue, N. E.
Atlanta, Georgia

Dear Sir:

We are grateful to you for making it possible for Mr. J. J. Wallan to participate in our Work Conference for Janitors and Custodians. We found him to be a very efficient, congenial and cooperative person. You are fortunate to have such a person in your Company.

Persons in attendance were loud in their praise of the effective services rendered by Mr. Wallan and we shall look forward to having him work with us again in the future.

With best wishes,

Sincerely yours,

Richard V. Moore

RVM:P

FLORIDA STATE CUSTODIAN'S ASSOCIATION

PRESIDENT	Mr. Matthew Moore Route 3 - Box 51 Ocala, Florida
VICE-PRESIDENT	Mr. James Cooper 319 South 9th Street Fernandina, Florida
SECRETARY	Mr. Chester Greer West Broadway Ocala, Florida
CORRESPONDING SECRETARY	Mr. Emmett McMillian 1620 Lilly Street Fort Myers, Florida
TREASURER	Mr. Burton McZin Dubart Lincoln High School Tallahassee, Florida
PARLIAMENTARIAN	Mr. Paul Eppinger 908 Thomas Street Key West, Florida
CHAPLAIN	Rev. Peter Cobb Oviedo, Florida
REPORTER	Mr. Marvin Shaw 549 South Street Daytona Beach, Florida
CONSTITUTION AND BYLAWS	Mr. Robert Flagg 221 Gadsden Street Ocala, Florida
	Mr. Annaias Dumsey 611 W. 13th Street Sanford, Florida

GOODWILL COMMITTEE

Mr. Mack Moore	Dade County
Mr. Emmett McMillian	Lee County
Mr. Johnnie Lee	Palm Beach County
Mr. James Cooper	Nassau County
Mr. Edward Lee Stockton	Marion County
Mr. James H. Stephens	Leon County
Mr. Isaac Thompson	Seminole County
Mr. Shadrack Hannibal	Monroe County

Mr. F. Break down into [illegible] 9 rept. [illegible] out – [illegible] Prep to prepare Materials

16. m.m.

PURITAN CHEMICAL COMPANY

Manufacturing Chemists · Established 1920

916-932 ASHBY ST., N. W., ATLANTA, GEORGIA

Suggested Outline for Custodian School
Bethune Cookman

Monday: Reg is. ~~an[illegible]~~ and Orentation

Tuesday – ([redacted])

1. Introduction
2. Aims & objects of Course
    - A. Save Labor
    - B. Reduce material & Tool Cost
    - -C. " Utilities Costs
    - D. To plan & Chart maint. operations.
3. Materials (Their use & adoptions)
    - A. Soaps
        - 1. Types – Consistances & use
    - B. Waxes
        - 1. Types – Consis & use
    - C. Disinfectants
        - 1. Types – Cons & use
    - D. Insecticides
        - 1. Types Consis & use

NO CONTRACT BINDING ON COMPANY UNTIL APPROVED IN WRITING IN ATLANTA

PURITAN CHEMICAL COMPANY

Manufacturing Chemists · Established 1920

916-932 ASHBY ST., N. W., ATLANTA, GEORGIA

2.

E. Deodorants
   1. Types basis & use.

F. Floor Seals
   1. Usage.

G. Misc Cleaning agents -
   As - Bowl Cleaners etc.

H. — Motion Picture on Mod. Sanit Methods

Wednesday. Floors - Their basis. and Method of Maint. (Demonstrations of Products for methods & results.

1. Concrete
2 Wood - Finished - Unfinished
3. Asphalt Tile - Rubber Tile
4. Terrazzo
5. Marble
6 Tile.

NO CONTRACT BINDING ON COMPANY UNTIL APPROVED IN WRITING IN ATLANTA

PURITAN CHEMICAL COMPANY

PURITAN CHEMICAL COMPANY
Manufacturing Chemists · Established 1920
916-932 ASHBY ST., N. W., ATLANTA, GEORGIA

Wall & Ceiling Cleaning.
Methods & Types.

Thursday:
1. Window Wash Procedure — Demon.
2. Bath Room & Rest room Maint "
3 Floor Seals (Sanding & Finishing).
4 — Discussion on Standard Main. Form
Service — Forms 1-2-3-4-5-6-7-8-9-10-11

Friday —
1. Ind. Sanit Methods (Sweep Proced)
2. Conservation Measure on Utilities
3. Outside Ground Maint.

Saturday
1 — Review of weeks High Points
2 — Work Scheduling & Planning.

NO CONTRACT BINDING ON COMPANY UNTIL APPROVED IN WRITING IN ATLANTA

Addenda 1935 - 1938

BETHUNE-COOKMAN COLLEGE - Daytona Beach, Florida.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

NOTES FROM PRESIDENT BETHUNE'S CONFERENCE WITH

Mr. Benjamin L. Taylor
Mrs. Julia A. Davis
Mrs. Margaret Bethune
and
Bertha Loving-Mitchell -

September 6, 1935 -
8:30 p. m.

1 - Resume of general organization and business handling of affairs in Bethune-Cookman College.
  a-Statement that all records are intact for reference.
  b-Greatest need - stopping of leakages, use of good judgment, common sense and economy in maintaining business program. President desires to know what is being done, although giving free rein in performance of duties. When President is out of town her secretary will be glad to interpret her views. Bookkeeper has knowledge of work, understanding of needs and procedure. Requests fullest cooperation from these two workers for new business manager.

2 - Give careful judgment to needs as they present themselves. See what can be eliminated. If different policies seem wise, suggest them. See that president's desk has intelligence of outside affairs, for information, at all times. Give definite and constant information concerning inside business affairs.

3 - Business manager responsible for collection of all student fees. Bookkeeper to follow his instructions in this and other office procedure. Give humane, respectful cooperation, with firmness in business, of course, to patrons and students. Give aid and explanation when necessary for interpreation of financial records.

4 - File copy of financial report each month on president's desk and statements, when necessary, for Executive Board. President's secretary will make requests for these statements when needed.

5 - All purchasing must be centered in business office and all transactions where school's money is concerned. Donors gifts will be received and recorded in President's office, turned over immediately to business office; receipts for same turned to President's office for personal acknowledgment. Students fees to be paid direct to business office; when remittances sent through mail receipts to be mailed direct from business office.

6 - Business manager to deal direct with Auditor for schools of the Board of Education of the Methodist Episcopal church - reports, correspondence, inquiries as to system, and so forth.

#2 - Notes from President Bethune's Conference with

Taylor, Davis, Bethune and Mitchell. September 6, 1935.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

7 - The Business Manager's word is to be the last word in all matters in his field. President suggests conferences with heads of departments in matters pertaining to departmental budgets, purchasing and so forth. Suggests that he set up reasonable and conservative policies in this connection, with regulations not too inflexible, with harmonious planning and respectful consideration.

8 - WATCH WASTE - Water, Light, Telephones and Supplies. Investigate prices, not only of food but of coal, crude oil, public service, etc. Discussion as to whether better to make bread here or buy it from commercial bakery. Decision that more educational value and, ultimately a saving in the use of equipment we have here for this service.

9- See if Domestic Science Department can arrange to serve attractive and inexpensive lunches daily to students (day) and teachers. Have kitchen help to uniform, also domestic science teacher.

10- Do everything possible in the way of personal interviews with creditors, personal investigation of prices and opportunities to secure good values, personal purchasing. Fix up old Chevrolet and use to run around for this purpose. Try to get fruit trees in good shape, grape vines, etc.

11- Start Students' Loan Bank, for teaching business procedure and integrity on small scale, to students. Make lectures to groups on proper business procedure, endorsing checks, money orders, and so forth. Help them to recognize value of conserving school property, of paying bills. When students appeal to president, she will contact business manager, not individual student. Suggested that before final exams are taken, rooms in dormitories must be intact with ordinary wear and tear.

12- Bookkeeping and records in connection with Federal Student Aid to be handled in business office. Solicit shrubbery from FERA for nursery projects on campus.

13- Motor for Faith Hall refrigeration to be walled up from food storeroom as soon as funds are available for this purpose.

14- Check up with Engram on electrical repairs; see if service covers our compensation of board and room to him. Investigate his prices on materials, and so forth.

15- S. S. Richardson, general repair man of campus. Presdnt wages - $12.00 a week. Releasing him for month or six weeks to do carpentry work at M. E. Church. Erskine Williams, work on farm.

16- In preparing Budget, give consideration to departmental budgets, with $500. as minimum for Library

17- Business office to sell school books, stamps and school supplies. Use order, system and professional attitude in this as well as other business

#3 - Notes from President Bethune's Conference with

Taylor, Davis, Bethune and Mitchell.

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Affairs.

18- All school cars and transportation directly in hands of Business manager. When cars used, check up on them. Find Bus Seats.

Take special note of furniture. Post notices to the effect that no furnishings are to be moved without permission from office.

19- Investigate building leaks - See that south walls of Boys' Dormitory are water-proofed if this has not been done. Also North walls of White Hall.

20- Give cooperation and active supervision to farm; see that milk handling is clean. Investigate matter of arrangements with Newman for horse.

21- Out of discussion there arose the need to give close cooperation to Cheeseborough in his plans for "Bethune-Cookman Boys House," in order that he (Cheesborough) nor the school may make any costly errors.

••••••••••••••••••••

Memo to Mrs. Dyett

Re: PROGRAM - Memorial Services to
Bishop William Fraser McDowell
and
Dr. Frederic Carl Eiselen
Friday - May 28, 1937 ------------------------ 11:45 A. M.

Invocation ---- Rev. C. W. Sullivan
Pastor, First Methodist Episcopal Church
Daytona Beach - Florida

Prayer -------- Rev. H. W. Burney
Pastor, Stewart Memorial Methodist Episcopal Church
Daytona Beach, Florida

The Life of Bishop McDowell ----- Mr. Henry M. L. James

Bishop McDowell's Business Methods --- Mr. Benjamin F. Taylor

Quotations from Bishop McDowell's Books ---- Bethune-Cookman Students

Dr. Eiselen as a President ----- Mr. Ernest Dyett

Dr. Eiselen as an Educator ----- Mr. Fletcher M. Morton

Cornet Solo -------------------- Mr. Kenneth D. Days

Other Musical Selections ------- Mr. Green and Mrs. Dyett.

ADDIE W. DICKERSON
REAL ESTATE BROKER

LAW OFFICES
G. EDWARD DICKERSON
N. W. CORNER 16TH AND BAINBRIDGE STREETS
PHILADELPHIA

NOTARIES PUBLIC
TELEPHONE KIN. 2715

January 14, 1938

BETHUNE-COOKMAN COLLEGE
ARCHIVES

Mrs. Mary McLeod Bethune,
Bethune-Cookman College,
Daytona Beach, Florida.

My dear Mary,

Old Satan must certainly be in our path. Mr. Dickerson is decidedly improved, and is, on the surface, himself again. It is our plan, however, to have him go the the hospital for a while, at his convenience for the purpose of a check up. But lo and behold here I am keeled up in bed. I do not know what the trouble is, but my lower limbs just will not behave,, and I cannot get about. But, in the next day or two I too will be up and about again.

It was my intention to have written you immediately upon my return from our meeting, but so many things crowded in. At that time Mr. Dickerson was not well, Christmas was approaching, and by the way, our card to you is still on my desk unmailed, and so things generally seemed to be up set.

Of course, you know I had to leave that night, but I left feeling that we had spent a most profitable time. The meeting and supper were decided successes, and some how I feel that very fine results will come from both. You said in your letter that you wondered what was wrong with Charlotte, Genie, Lillian and myself. Absolutely nothing. We were trying, like you, to give our serious and best thought to what was going on. It may be that all of us are a bit concerned over what may be apparently your definite swing to these newer people, rather than to the old true, tried friends of the years. For instance, I cannot see any reason, with the power of appointment in your hands, why any of us should have had to express ourselves as wishing to be on any special committee or set up(when that was the most important thing of the conference), when it seems to me that you would have done so without any request being made. However, I must remember also that upon a president so many things are crowded in one day, so many things are to be done, and so many interests to be remembered, that we all must be big enough to over look any seeming slight or annoyance.

Let me call your attention to the fact that Mrs. Bruce, the new executive secretary, has not sent the money to the treasurer, as required by our Constitution. Of course, she does not have the right to pay bills out of money paid in. It is her prerogative to send the money to the treasurer and order that all money be sent out by checks. One of two things should be done. We should follow that rule explicitly or the treasurer should send what money there is on hand to the executive secretary and let her assume the duties of both. I feel very strongly on this matter. Sometime ago I sent you a statement, and if you think best, I shall send the same, along

BETHUNE-COOKMAN COLLEGE
ARCHIVES

to her. I will follow your instructions, if you want that balance sent to the executive secretary.

Let your mind rest, the meeting was a success, and every body has been talking about it.

By the way, Crystal Bird Fausett has Mrs. Roosevelt scheduled to speak here on February 10th. She has not spoken to me about it, but I have heard the announcement several times.

Charlotte wrote me that her mother was quite ill. I answered but have not heard from her since. I take it that her mother is improved.

Some very wealthy, white, friends are desirous of having you speak for them sometime in February. They have talked about it, but have not given me any definite date. I suggested that they write you, which probably they have already done.

You certainly must be living in clover to have two or three weeks for rest. If I were well enough, I would suggest being your valet, to shine your shoes, press your frocks, etc., but I am so poorly until I cannot shine my own shoes or shake my own frocks.

I have some very interesting things to tell you about the National Women's Cooperation Committee of the Y.M.C.A. I hope you accepted to serve.

I shall write you again very soon. I remain,

Very sincerely yours,

Addie W. Dickerson.

AWD:SG

Bethune-Cookman College

Daytona Beach, Florida

Mary McLeod Bethune, *President*
Abram L. Simpson, *Acting President*
William M. Cobb, *Treasurer*

BETHUNE-COOKMAN COLLEGE
ARCHIVES

September 17, 1938

President Mary McLeod Bethune

Extends to the faculty members and friends listed below,

A cordial invitation to attend an informal Social,

On Monday evening, September 19, from 8 to 10 o'clock,

In Faith Hall Refectory.

Dr. and Mrs. Abram L. Simpson ..... ✓
Dean and Mrs. James A. Bond R. L. Bond
Miss Bessie V. Clay .... B. V. C.
Mr. H. F. Coleman .... H. C.
Mr. and Mrs. Ernest Dyett ED ....
Miss Alice Jackson .. A. C. Jackson .....
Miss Charlotte L. Ford C. L. Ford .....
Mrs. Marion Cleveland .. M. C. ......
Mr. and Mrs. Benj. Mitchell ✓ ....
Mr. John A. Ross ..... J. A. Ross ....
Miss Brown .... J. E. B. ....
Mr. George W. ✓ Engram .. G. W. E. - - - -

Dr. and Mrs. E. A. Graham Dr. E. A. G. (?)
Dr. and Mrs. J. T. Stocking D. H. Stocking
Dr. and Mrs. E. N. Brown ✓ ....
Dr. and Mrs. T. A. Adams .... ✓
Dr. and Mrs. H. E. Bartley .... ✓
Dr. and Mrs. J. L. Slack ..... ✓ ....
Mr. and Mrs. Joe Harris ... ✓ ....
Mr. T. L. Smith .... M. S.
Mr. and Mrs. Bernard Smith B. S. ......
Mr. and Mrs. Albert Bethune ✓ ......
Mrs. Hattie Cuthbert ..... ✓ ....
Miss Grace Brewer ...... X ....
Mr. and Mrs. Robert Gadlin ✓ ....
Mrs. Gladys M. Carr .... ✓ ....
Mr. and Mrs. C. J. Keys .... ✓ ......
Mrs. Grace Brown ✓ ....
Miss Johnnie Mae Babb ... ✓ ....
Mrs. R. M. Bryon ✓ ....
Mrs. Lillie Armstrong ✓ ....
Mr. and Mrs. Alonzo White ✓ ....
Mrs. W. R. Jones .... ✓ ......
Mrs. Belle M. Robinson ✓ ....
Miss Narvella Douglass .. X ....
Mrs. Aletha A. Royal .... ✓ ......
Mrs. Newman - ✓ ....

Mr. Hunter N. Johnson ....
Mr. H. Samuel Hill .. H. Samuel Hill
Mr. and Mrs. H. V. Lucas H. V. L. ...
Miss Josie W. Roberts ✓ ....
Mr. and Mrs. Chas. Harrison ✓ ......
Miss Laetitia E. Williams .. LEW ..
Mrs. Ruth W. Carter .. O.K. ....
Mrs. Julia A. Davis ✓ ....
Mrs. Marion Haley M. Haley ....
Mr. Edward Van Poole .. E. V. P. ....
Miss Gramling .... M. E. G. ...
Mr. and Mrs. Frank Taylor .. ✓ ......

Prof. and Mrs. T. D. Dansby ✓ .....
Miss Evelyn Bonner .. ✓ ....
Mr. and Mrs. Preston Peterson ... ✓
Mr. N. M. Christopher .... ✓
Mr. Theodore Faircloth .. ✓ ....
Mrs. Mae Reese Hawkins ✓ ....
Miss M. A. Anderson ....
Mr. and Mrs. Benj. Thomas .. ✓ .....
Mrs. Katie S. Jones .. X ....
Miss Altamese Roberts ...... ✓ ......
Miss J. D. Williams .. ✓ ....
Mr. Charles Furlow ....
Mrs. Mazie Alexander M. J. A. ......
Mrs. C. R. Thompson ✓ ....
Mrs. M. H. Butler .... ✓ ....
Mrs. M. E. Aaron .. ✓ ....
Mrs. M. L. Winston .. ✓ ....
Mrs. Effie C. Fludd ✓ ....
Mrs. Rubie Pruden .. ✓ ....
Mrs. Carrie Long ....
Miss Josie Q. James ✓ ....
Mrs. Elzora B. Hunt ....
Mrs. Florida L. Joiner ...... ✓ .....
Mrs. M. R. Patterson ... ✓ ....

BETHUNE-COOKMAN COLLEGE
ARCHIVES

November 16, 1938

THE MEMBERS OF THE ACADEMIC FACULTY ARE ASKED TO MEET PRESIDENT BETHUNE ON WEDNESDAY AFTERNOON, November 16, AT 3:30 IN ROOM 8, WHITE HALL.

Mary McLeod Bethune.

Dean Bond ------------
Mr. Coleman ----------
Mr. Hill -------------
Miss Jackson ---------
Mr. Johnson ----------
Miss Williams --------
Miss Ford ------------

Mr. Lucas ------------
Mr. Dyett ------------
Mrs. Dyett -----------
Mrs. Bond ------------
Miss Clay ------------
Miss Roberts ---------
Mrs. Shaw ------------

Greater Things

I am but a lonely high-school girl,
Many stumbling blocks are in my way.
But maybe things will be better,
And won't bother me some day.

Many enemies are all around me
To discourage me as I go.
I won't stop on the way for anyone
They can't get me down, I know.

There are things that can happen in school days
Things that you'll never forget.
The teacher, the classmates, and schoomates
Will all cause you to fret.

If you are strong you can take it.
You can forget the things they've done.
Don't let them get you down that way
Don't let them spoil your future fun.

Lift up your chin and fight your way,
For there are greater things for you.
No one can forever keep you down
If you decide definitely what to do.

For above these high-school days I see a degree.
It is hanging there for me.
I must climb higher and higher to reach it
Sacrificing I will have to be.

Step by step I'll climb to get it
Leaf by leaf I'll gladly unfold.
I'll dig deeper, and deeper, and deeper,
Until I reach my goal.

I know some days I'll get so tired
But I'll never stop on the way
By striving harder I'll win the victory,
And acheivement somewhere, some day.